



COLLEGE
of the
DESERT
FOUNDATION

Foundation Board of Directors Meeting December 2, 2020 – 3PM

Please join the teleconference here:

<https://cccconfer.zoom.us/j/91920497946?pwd=akZ1dTlmdjdlM2dFb2NwY1hUT3lGUT09>

Password: 812597

OR Dial: +1 669 900 6833 (US Toll) –

Meeting ID: 919 2049 7946

Teleconference Etiquette Reminders:

- To reduce the background noise, please **keep your microphone muted** during the meeting, unless you need to speak. Please keep your cell phone on silent mode and **find a quiet space to meet..**
- Please introduce yourself before speaking
- **Have a simple background** behind you or use a Virtual Background environment.
- **Adjust your camera** if it is too low or too high. Your camera should be at **eye level**
- **Please turn off your camera while consuming food or beverage**

Comments from the public:

In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until December 1, 2020 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment



COLLEGE
of the DESERT
FOUNDATION

Agenda



College of the Desert Foundation

Board of Directors Meeting

Agenda for Wednesday, December 2, 2020

3PM

Zoom Video:

<https://cccconfer.zoom.us/j/91920497946?pwd=akZ1dTJmdjdLM2dFb2NWY1hUT3JGU09>

Passcode: 812597

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Meeting ID: 919 2049 7946**

COLLEGE OF THE DESERT FOUNDATION MISSION: College of the Desert Foundation acts as advocates for the College and to secure financial support enhancing educational opportunities for all students.

COLLEGE OF THE DESERT MISSION: College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

The Foundation minutes of the meeting are the official record of the actions of the Board. The Foundation meetings are governed by the Ralph M. Brown Act (California Code 54950 through 54962). The Foundation operates in accordance with the Non- Profit Benefit Corporations Law.

Committee Members (22)

Bill Chunowitz (Chair), Christine Anderson, Norma Castaneda, Peggy Cravens, Carol Bell Dean, Marge Dodge, Melinda Drickey, Barbara Fromm, Jim Greene, Paul Hinkes, Jim Johnson, Rob Kincaid, Donna MacMillan, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, John Monahan, Marlene O'Sullivan, Diane Rubin, Jane Saltonstall, Jim Williams and Aurora Wilson

Non-Voting Committee Members (5)

Catherine Abbott, Kim Dozier, Joel Kinnamon, Ruben Perez and John Ramont

Quorum: 50%

Subject to Brown Act: Yes

1. Call to Order/Roll Call

1.1 Call to Order

2. Agenda

2.1 Foundation Board of Directors Of Directors Meeting of December 2, 2020 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 **Confirmation of Agenda:** Approval of agenda of the Foundation Board Of Directors Meeting of December 2, 2020 with any additions, corrections or deletions

3. Minutes

3.1 Approval of October 28, 2020 Foundation Board Planning Session Minutes

4. Comments from the Public

4.1 Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until December 1, 2020 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

5. Foundation Committee Reports

5.1 Academic Angels Committee – Marge Dodge

5.2 Audit Committee – Diane Rubin

5.3 Development Committee – Joanne Mintz

5.4 Executive Committee – Bill Chunowitz

5.5 Finance & Investment Committee – Tom Minder

5.6 Nominating Committee – Jane Saltonstall

5.7 Stepping Up for COD Committee – Christine Anderson/Jane Saltonstall

5.7.1 Budget (Kirstien Renna)

6. Reports

- 6.1 Foundation Board President – Bill Chunowitz
 - 6.1.1 Quorum at Committee Meetings
 - 6.1.2 Board Manual 2020-2021 Updates
 - 6.1.3 Giving Tuesday Challenge Grant
- 6.2 College Superintendent/President– Joel Kinnamon
- 6.3 College Board of Trustees – Ruben Perez
- 6.4 Executive Director – Catherine Abbott
 - 6.4.1 Student Emergency Fund Update
 - 6.4.2 College of the Desert Foundation Staffing Update

7. Information/Action Items

- 7.1 Review and Approve the Financial Statements for September and October 2020 (Kirstien Renna)
- 7.2 Approve an Additional Foundation Board of Directors Meeting on February 24, 2021 at 3PM
- 7.3 Fundraising Expenses and Management General Expenses
- 7.4 Long term strategy by the College as it relates to international aspects and future technology
- 7.5 What was the pivotal moment that made you decide College of the Desert was the organization you wanted to support
 - 7.5.1 Breakout Rooms – Discussion and Report Out by Point Person

8. Other Discussions

9. Adjournment

Next meeting: Wednesday, January 26, 2020 – 1PM



Minutes for Approval



Foundation Board Planning Session
Minutes for Wednesday, October 28, 2020
8:00 AM – 1:10PM
Zoom

Video: <https://cccconfer.zoom.us/j/93732394096?pwd=MEVmWkRSdHpoV09Kd2loRmpUSTd1dz09>

Meeting Participants

Voting Board Members Present (17)

Bill Chunowitz (Chair), Christine Anderson, Norma Castaneda, Peggy Cravens, Carol Bell Dean, Marge Dodge, Barbara Fromm, Jim Greene, Paul Hinkes, Jim Johnson, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, Marlene O'Sullivan, Diane Rubin, Jane Saltonstall and Jim Williams

Non-Voting Board Members Present (4)

Catherine Abbott, Kim Dozier, Joel Kinnamon, and John Ramont

Non-Voting Board Members Not Present (1)

Ruben Perez

Board Members Not Present (5)

Melinda Drickey, Rob Kincaid, Donna MacMillan, John Monahan and Aurora Wilson

Guest(s) & Staff

Amaray Alvarez (College Student), Jeff Baker, Gailya Brown, Christine Bruno (Edie Bailly), Liz Chambers, Marion Champion, Brian De Los Santos (Desert Sun), Matthew Durkan, Brandon Harrison (Edie Bailly), Laine Henry (College Student), Pam Hunter, Janet Levine (Facilitator), Kayci Lydeen, Amanda McCarthy, Julie Makinen (Desert Sun), Juli Maxwell, Annebelle Nery, Kirstien Renna, Mike Rodriguez, John White and Marc Zacovic

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Call to Order

The meeting was called to order at 8:02AM.

Bill Chunowitz introduced Matthew Durkan, Director of Development and Juli Maxwell, Substitute Administrative Specialist, who have joined the Foundation in October 2020.

Peggy Cravens joined the meeting at 10:59AM.

2. Approval of Agenda

2.1 Approval of Agenda: Foundation Board of Directors Planning Session of October 28, 2020: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the Board Planning Session of October 28, 2020 with any addition, correction or deletions.

2.2 Conclusion

The agenda was approved as presented. Motion carried.

2.2 Follow-up Items	2.2 Task of	2.2 Due by
None	None	None

3. Approval of Minutes

3.1 Approval of September 30, 2020 Regular Foundation Board Meeting Minutes

Diane Rubin moved to approve the minutes, Joanne Mintz seconded. Motion Carried.

3.2 Approval of October 13, 2020 Regular Foundation Audit Committee Meeting Minutes

Diane Rubin moved to approve the minutes, Joanne Mintz seconded. Motion Carried.

3 Follow-up Items	3 Task of	3 Due by
None	None	None

4. Comments from the Public

4.1 Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until October 27, 2020 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public.

5. Action and Discussion Items

5.1 Review and Approve the 2019-2020 Audit Report (Eide Bailly)

Brandon Harrison from Eide Bailly presented the 2019-2020 Audit report. Brandon Harrison indicated that despite the pandemic, his firm was able to follow the same audit process as usual, since they received all the necessary information electronically.

Diane Rubin reported that the Audit Committee was informed that this was a smooth audit and that all the findings and comments from the previous years were implemented, and there was no repeat finding from the past fiscal report. Diane Rubin thanked the auditors for completing the audit timely during the COVID-19 pandemic, and she thanked Kirstien Renna, Mike Rodriguez and Catherine Abbott for their hard work on the Audit.

5.1 Conclusion

Diane Rubin moved to approve the 2019-2020 Audit Report, Jim Johnson seconded. Motion Carried.

5.1 Follow-up Items

5.1 Task of

5.1 Due by

None	None	None
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5.2 Review and Approve the Financial Statements from April 2020 to August 2020

Kirstien Renna presented the Financial Statements from April 2020 to August 2020.

The Board discussed the 23% represented by Fundraising Expenses and Management & General Expenses Fee. Tom Minder reported that the Finance & Investment Committee have discussed this topic and they do not anticipate that the percentage will be different this last fiscal year.

Tom Minder thanked Kirstien Renna for her hard work and for showing all the necessary detail in the report given the current circumstances.

5.2 Conclusion

Christine Anderson moved to approve the Financial Statements from April 2020 to August 2020, Tom Minder seconded. Motion Carried.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
None	None	None

5.3 Why I Serve (Facilitator – Janet Levine)

Bill Chunowitz and Catherine Abbott introduced Consultant Janet Levine, who facilitated the Board Planning Session.

5.3.1 Breakout Rooms – Assignment and Report Out

The Board went into four breakout rooms to discuss the reasons why they serve and reported out to the main group on the following questions:

- What do I value at COD Foundation?
- What does the Foundation give to the community? (define which community(ies) you are thinking about)
- What serving on the Board gives to me?
- What do I give to the Foundation?

The groups reported as follow:

Group 1: Jim Williams reported for the first breakout room. This group shared its passion for helping the students and valued the mentoring of students that can be done through much different ways other than just providing scholarships. The goals of the training is for students to be successful. The group was positive that the internships programs that the Board is working on creating with several businesses would be very beneficial for students, and discussed about having the Board get involved to mentor the students in these programs. For example, the Board could help the students prepare for interviews or drafting are resume, etc.

Group 2: Marlene O’Sullivan reported for the second group. They discussed how positive it is that the College keeps the talent in the Desert. The Foundation helps providing funding to many students with lower income, who would not be able to attend advanced education otherwise. Students are graduating with skills that will help them get a successful career. This group also shared how they appreciated the Foundation Board’s dedication and passion as Board members do not only bring funding, but also work well with each other to serve the students and the community.

Group 3: Jane Saltonstall reported for the third group. They valued the fact that the Board was provided with a full Board Packet including many valuable information, which shows how active the Foundation is. They were pleased to be a part of an organization that has a dedicated staff and appreciated that the College takes the lead strategically as their mission is clear, and therefore, the Foundation's mission is very clear. This helps the Board knowing why they are raising money for, and helps them make a difference within the community. This makes the Coachella Valley extremely competitive and helps the students to return to the Coachella Valley. Finally, that group liked the fact that 75% of the money raised was given back, and was pleased with the great work being done by the Board members and by their positive energy.

Group 4: Tom Minder reported for the fourth breakout room. They discussed the fact that nowadays, getting a higher education is becoming a requirement, but is it also getting quite unaffordable, and for this reason, they valued the Foundation's financial support. They discussed that they decided to be involved with the Foundation because when they studied, they benefited from the different options offered by College of the Desert, or other colleges they attended, such as Child Care Centers where they could leave their kids while studying, or get prepared meals from the Culinary departments, etc. Therefore, they felt that serving on the Board was not only a privilege but also an obligation to give back to the community for all they had received in their lifetime.

5.3 Conclusion

The Board positively responded to the breakout session and recommended organizing short breakout sessions on a regular basis during Board meetings, which would give them the opportunity to discuss on various topics and be acquainted with each other. They recommended constantly switching the groups to allow getting to know each other.

5.3 Follow-up Items

5.3 Task Of 7.3 Due by

The Board asked to organize short breakout sessions regularly during Board meetings, which would give them the opportunity to discuss on various topics and be acquainted with each other. They recommended constantly switching the groups.	Catherine Abbott	Future Board meetings
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5.4 Mission Moment: Julie Makinen & Desert Sun Interns

Julie Makinen, Executive Director at the Desert Sun, and Brian de Los Santos, Digital Strategist, introduced College students, Laine Henry and Amaray Alvarez

who have been working as interns with the Desert Sun over the past year. The students presented their work to the Foundation Board.

Laine Henry shared that his statistical skills have improved significantly since he started working as an intern at the Desert Sun. He also did entertainment coverage, created graphics for social media, and interviewed the Coachella Festival Documentary Filmmaker.

Amaray Alvarez reported that she worked on the Coronavirus coverage, which allowed her to get a better understanding of how she could serve the community and figure out its needs. She is driven towards working on politics and had the chance to work on various related topics. She has improved her writing skills exponentially since she started as an intern.

Julie Makinen shared that the Desert Sun Internship program is recruiting for new interns to start in January 2021, and they will also recruit 2 full-time interns, at 40 hours a week, for the Summer, who will start in June 2021. She then answered some questions from the Board members.

Bill Chunowitz thanked Julie Makinen on behalf of the Board for these successful internships and for the leadership the students have received.

5.4 Conclusion

5.4 Follow-up Items	5.4 Task of	5.4 Due by
None	None	None

5.5 Presentation I from College of the Desert Superintendent and the Executive Cabinet (Dr. Joel Kinnamon, Jeff Baker, Dr. Annebelle Nery, John White and Dr. Mark Zacovic)

Dr. Joel Kinnamon and the members of the Executive Cabinet: Jeff Baker, Dr. Annebelle Nery, John White and Dr. Mark Zacovic, presented on the recent events that took place at the College, including the measures in place during the COVID pandemic and the recent malware attack that hit the College. They also provided an update on the virtual Commencement event that took place in August 2020. *A copy of the presentation was distributed to the Board members after the Planning Session.*

5.5 Conclusion

5.5 Follow-up Items	5.5 Task of	5.5 Due by
None	None	None

5.6 Review and Approve the Strategic Plan (Catherine Abbott)

Catherine Abbott presented the Strategic Plan to the Board Members who then went into four breakout rooms to discuss and on the following questions:

- What is right on the mark
- What's missing and needs to be there
- What should be pushed out until next year when we will create a more robust 3-year plan

Group 1: Carol Bell Dean reported for the first breakout room. They found the Strategic Plan phenomenal. They were hoping to see the President's Circle to increase at 100% versus the 25% indicated on the plan. They also discussed the Foundation database, which requires a thorough clean up and discussed the alumni database, which includes thousands of students, but was not included in the plan. Due to the time constraint, the group could not answer any further questions.

Group 2: Barbara Fromm reported for the second group, who found the Strategic plan to be very forthcoming and they were hoping that the majority of it could be accomplished. They wanted some clarifications on the monetary goals listed and how to achieve them. As well, with the current pandemic, the group discussed how people have been affected economically and they were worried that some of these goals may not be attainable. They would like Catherine Abbott or Matt Durkan to provide insights on how to achieve these.

Group 3: Jim Johnson reported for the third group, who was very pleased with the Strategic Plan and thought it brought the Foundation to a greater level. They identified their biggest challenge as being the lack of context on how the main goals had been prioritized and asked for further clarification on this. They also were concerned about how these goals could be reached over the year, due to the size of the organization.

Group 4: Diane Rubin reported for the fourth group, who was very positive regarding the Strategic Plan. The group discussed how the plan should be realistic and attainable, so that the management and the Board would not feel like they miss the mark if they do not meet the goals, but instead have a sense of success in attaining the goals. The group also discussed that given the pandemic; the Foundation could easily focus on the non-monetary driven goals, such as Goal #3, which is to improve the infrastructure of organization to strengthen the

relationship with College of the Desert. The group felt that the other goals should be stretched out to over a year, should be realistic and prioritize the goals given the current pandemic.

Janet Levine thanked the Board Members for their participation and reinforced that they should not be intimidated by the pandemic to fundraise, as actually, many organizations are currently doing better with virtual events and have been able to obtain significant funding.

Catherine Abbott provided some insights on the monetary figures included in the Strategic Plan, and on how they align with the Annual Campaign. She encouraged the Board to have a full involvement and participation in the Campaign to make it successful.

Regarding the goals' prioritization, Catherine Abbott reminded the Board that Consultant Jeff Bagel evaluated the Foundation and its relationship with the District in March 2020. He provided a report, which is what was used as a base to create the Strategic Plan, and during this rebuilding year, the two main priorities identified were the infrastructure of the Foundation and Fundraising.

5.6 Conclusion

Barbara Fromm moved to approve the Strategic Plan, Carol Bell Dean seconded. Motion Carried.

5.6 Follow-up Items	5.6 Task of	5.6 Due by
None	None	None

5.7 Board Governance (Facilitator – Janet Levine)

Janet Levine provided a presentation on the Board Governance, which outlined the four duties of a high-achieving Board and the Executive Director's responsibilities versus the Board's. While the Board is responsible for Governance, the Executive Director is responsible for Management, as shown in the table below.

Board Responsibilities	ED Responsibilities	Shared Responsibilities
Hiring, nurturing, and sometimes firing the ED	Hiring, firing, and supervising all other staff	Fundraising
Ensuring legal compliance	Daily oversight of operations, finance, and programming	External communications

Ensuring proper financial safeguards and legal/ethical use of funds	Serving as liaison between staff, board, and the College constituencies	Strategic planning
Ensuring that programs are effective and in alignment with the mission		Board development
Setting/approving policies	Setting/steering the direction of the Foundation	Board development

The Board was polled on their involvement and the results showed that the majority of them was very passionate for the College and willing to do what it takes, including introducing people to the Foundation and asking them for support.

Janet Levine explained how fundraising is not only about raising money, but also about being ambassadors for the College. Board Members should be advocates of the College and the Foundation by talking about it, and share their experience and the reason why they are involved with their network. This would encourage people they talk to, enquire either about how they could be involved, or to donate to the College. Fundraising is about having the right person, asking the right prospect, to support the right project, at the right time and in the right way. Board Members should constantly be asking people to join them in supporting the College, for instance by buying a ticket to an event, or by thinking about putting the College into their trust or as a beneficiary of a life insurance policy, etc. Planned giving programs are very successful and can represent an important part of the annual revenue.

Janet Levine also commented that the duties of the Development Director is to fundraise and cultivate donors, however, their work is more beneficial if they partner with the Board to find out who they know and how to be introduced.

5.7 Follow-up Items	5.7 Task of	5.7 Due by
None	None	None

5.8 Presentation II from College of the Desert Superintendent and the Executive Cabinet (Dr. Joel Kinnamon, Jeff Baker, Dr. Annebelle Nery, John White and Dr. Mark Zacovic)

Dr. Joel Kinnamon and the Executive Cabinet continued with their presentation. A copy of the full presentation was distributed to the Board members after the Planning Session.

5.8 Follow-up Items	5.8 Task of	5.8 Due by
None	None	None

6. Other items

Janet Levine thanked the Board Members and all participants and concluded the session. Bill Chunowitz and Catherine Abbott thanked Janet Levine for facilitating the Board Planning Session.

Bill Chunowitz also thanked and acknowledged the Board, the Staff and the Faculty members for their hard work, support and involvement for the Planning Session. He also made a special acknowledgment for past Board Member Donna Jean Darby.

Carol Bell Dean provided information to the Board regarding the upcoming President's Circle virtual events that will take place on December 9 and ask for the Board's participation and support for that event.

7. Adjournment

The Foundation President adjourned the meeting at 1:12PM.

Next Meeting: Wednesday, December 2, 2020 – 3:00PM – Zoom



Stepping Up for COD Budget

COLLEGE OF THE DESERT FOUNDATION 2020/2021 STEPPING UP FOR COD CAMPAIGN As of November 24, 2020																	
FY 2020/2021 Campaign Summary		PILLAR I: Student Emergency Fund \$100,000				PILLAR II: Workforce & Student Development \$150,000		PILLAR III: Student Success Fund \$500,000				PILLAR IV: EDGE/piEDGE Funding \$1,250,000		PILLAR V: Fund The Future		Pillar Totals	
PILLAR I: Student Emergency Fund \$100,000 PILLAR II: Workforce & Student Development \$150,000 PILLAR III: Student Success \$500,000 PILLAR IV: EDGE/piEDGE \$1,250,000 PILLAR V: Fund the Future - New Endowments Total Campaign Goal \$2,000,000		Sponsorship Levels	Goal Qty	Goal Amt	Actual Qty	Actual Amt			Goal Qty	Goal Amt	Actual Qty	Actual Amt		Actual Amt			
			28	100,000.00	5				125	500,000.00	0					\$	2,000,000.00
			-	-	-			Visionary Sponsor \$100,000 +	1	100,000.00							
			-	-	-			Student Success Sponsor \$50,000 +	1	50,000.00							
		Diamond Sponsor \$25,000 +	1	25,000.00	-			Achievement Sponsor \$25,000 +	4	100,000.00							
		Platinum Sponsor \$10,000 +	2	20,000.00	-			Triumph Sponsor \$10,000 +	5	50,000.00							
		Gold Sponsor \$5,000 +	5	25,000.00	-			Victory Sponsor \$5,000 +	10	50,000.00							
		Silver Sponsor \$2,500 +	5	12,500.00	-			Progress Sponsor \$2,500 +	20	50,000.00							
		PC Bronze Sponsor \$1,500 +	5	7,500.00	-			Benefit Sponsor \$1,500 +	20	36,000.00							
		PC Sponsor \$1,000 +	10	10,000.00	5	5,000.00		Roadrunner Sponsor \$1,000 +	64	64,000.00							
		Other Donations to Annual Campaign				2,850.00		Other Donations to Annual Campaign									
Current Year Fundraising Revenue						7,850.00		Current Year Fundraising Revenue				143,434.37		Current Year Fundraising Revenue		100,602.19	\$ 719,162.58
Other Prior Period/Source Campaign Funding						245,345.00		Other Prior Period/Source Campaign Funding				-		Other Prior Period/Source Campaign Funding		-	\$ 1,104,296.39
Campaign Progress						253,195.00		Campaign Progress				143,434.37		Campaign Progress		100,602.19	\$ 1,823,458.97
Campaign Progress %			Campaign Goal	100,000.00	253.2%			Campaign Goal	150,000.00	178.2%			Campaign Goal	500,000.00	28.7%		91.2%
2020/2021 Budgeted Fundraising Goal			Current Budget	100,000.00	7.9%			Current Budget	800,000.00	33.4%			Current Budget	700,000.00	20.5%		31.3%
2,300,000																	
Fundraising Campaign Expenses			Pending Expenses		Actual Exp.			Pending Expenses		Actual Exp.			Pending Expenses		Actual Exp.		
Direct Campaign Expenses			-		-			-		-			-		-		
Annual Giving Expenses			-		-			-		-			-		-		
Leadership Giving Expenses			1,200.00		1,961.00			-		-			-		-		
Business Engagement Giving Expenses			-		-			-		-			-		-		
Major Giving Expenses			-		-			-		-			-		-		
Foundation Giving Expenses			-		-			-		-			-		-		
Planned Giving Expenses			-		-			-		-			-		-		
Campaign Marketing/Messaging			-		364.38			-		4,358.19			-		-		
Campaign Postage			-		-			-		-			-		-		
Campaign Printing/Design/Graphics			-		-			-		-			-		-		
Total Fundraising Campaign Expenses			1,200.00		2,325.38			-		4,358.19			-		-		\$ 14,147.95
Net Campaign Proceeds					5,524.62					262,917.83					200,000.00		\$ 705,014.63
Combined Campaign Fundraising Expense Budget		Budget	Pending Expense		Actuals	Remaining Budget	Variance	Expenditure Description									
Direct Campaign Expenses		75,000.00	\$ -		-	75,000.00	0.0%	Expenses for Highball Glassware. Pending expenses for Audio/Visual									
Annual Giving Expenses		10,000.00	-		-	10,000.00	0.0%										
Leadership Giving Expenses		15,000.00	1,400.00		1,961.00	11,639.00	22.4%										
Business Engagement Giving Expenses		5,000.00	-		-	5,000.00	0.0%										
Major Giving Expenses		3,000.00	-		-	3,000.00	0.0%										
Foundation Giving Expenses		1,000.00	-		-	1,000.00	0.0%	Expenses for CV Strategies Ads in Desert Living/Desert Sun and Sculpture									
Planned Giving Expenses		10,000.00	-		-	10,000.00	0.0%										
Campaign Marketing/Messaging		50,000.00	-		12,186.95	37,813.05	24.4%										
Campaign Postage		3,000.00	-		-	3,000.00	0.0%										
Campaign Printing/Design/Graphics		10,000.00	-		-	10,000.00	0.0%										
Total Combined Fundraising Expenses		182,000.00	\$ 1,400.00		14,147.95	166,452.05	8.5%										



Financial Statements for September & October 2020



FINANCIAL SUMMARY

September 30, 2020

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , SEPTEMBER 30, 2020
WITH COMPARATIVE TOTALS FOR SEPTEMBER 30, 2019

			Operating & Restricted Asset Funds		Endowed Asset Funds		Totals (Memorandum Only) 2020-21 2019-2020				
			Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund						
ASSETS											
1	Cash and cash equivalents	\$	334,704	\$	109,923	\$	596,598	\$	1,041,224	\$	1,778,822
2	Investments		2,330,293		11,240,015		18,526,998		32,097,306		30,594,585
3	Investments - Board Reserve		500,000		-		-		500,000		500,000
4	Pledges receivable		20,320		4,808		50,000		75,128		214,808
5	Allowance for Doubtful Accounts		-		-		-		-		-
6	Accounts Receivable		-		501		-		501		-
7	Student Emergency Funds held at College		5,000		-		-		5,000		5,000
8	Accrued interest receivable		74,098		30,086		5,164		109,348		114,040
9	Accrued assets		2,500		-		-		2,500		2,500
10	Property and equipment, net		40		-		-		40		1,784
11	FCCC - Scholarship Endowment		-		44,875		336,549		381,424		397,330
12	Split interest agreements		-		168,021		-		168,021		147,051
			<hr/>								
13	TOTAL ASSETS	\$	3,266,954	\$	11,598,228	\$	19,515,309	\$	34,380,491	\$	33,755,920
			<hr/>								
LIABILITIES											
14	Accounts payable		82,906		14,851		-		97,757		71,676
15	Accounts Payable - By JV		-		-		-		-		-
16	Accounts Payable - Related Party		67,481		98,618		-		166,099		147,097
17	Deferred Contributions		(3,393)		-		-		(3,393)		(3,347)
18	Accrued Payroll Liability		17,442		-		-		17,442		21,358
18	PPP Loan Payable		97,624		-		-		97,624		-
			<hr/>								
19	TOTAL LIABILITIES	\$	262,060	\$	113,469	\$	-	\$	375,529	\$	236,784
			<hr/>								
NET ASSETS, beginning											
Unrestricted:											
20	Undesignated		2,350,492		-		-		2,350,492		2,354,594
21	Board designated		500,000		-		-		500,000		500,000
22	Temporarily restricted		-		10,857,833		-		10,857,833		10,982,403
23	Permanently restricted		-		-		19,414,806		19,414,806		19,414,806
			<hr/>								
24	TOTAL NET ASSETS, beginning	\$	2,850,492	\$	10,857,833	\$	19,414,806	\$	33,123,131	\$	33,251,803
25	Net Activity		154,402		626,926		100,503		881,831		267,333
			<hr/>								
26	NET ASSETS	\$	3,004,894	\$	11,484,759	\$	19,515,309	\$	34,004,962	\$	33,519,136
			<hr/>								
27	TOTAL LIABILITIES AND NET ASSETS	\$	3,266,954	\$	11,598,228	\$	19,515,309	\$	34,380,491	\$	33,755,920

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 09/30/20 & YTD

CURRENT MONTH ENDING 09/30/2020				Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET	
ALL FUNDS	Budget	Variance		9/30/2019	ALL FUNDS	Budget	Variance	9/30/2019	2020-2021	
(1/12 OF Annual Budget)					(3/12 OF Annual Budget)					
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	17,000	(17,000)	-	68,000
2	Interest	54,445	58,333	(3,888)	49,790	186,193	175,000	11,193	204,377	700,000
3	Management Fees	34,045	31,833	2,212	33,026	102,099	95,500	6,599	98,946	382,000
4	Sustainability Fees (Gift Fees)	-	-	-	1,154	-	-	-	12,974	-
5	TOTAL OPERATING REVENUE	88,490	95,833	(7,343)	83,970	288,292	287,500	792	316,297	1,150,000
MANAGEMENT & GENERAL EXPENSES										
6	General	35,050	46,109	11,058	47,244	105,997	138,326	32,328	130,957	553,303
7	Independent Contractors (Non-Fundraising)	867	417	(450)	-	2,488	1,250	(1,238)	529	5,000
8	Marketing	-	521	521	-	-	1,563	1,563	-	6,250
9	Recognition	104	938	834	-	365	2,813	2,448	1,586	11,250
10	Salaries & Related Expenses	29,579	36,343	6,764	18,938	90,560	109,030	18,470	59,561	436,121
11	TOTAL MANAGEMENT & GENERAL EXPENSES	65,600	84,327	18,727	66,182	199,410	252,981	53,571	192,633	1,011,924
PROGRAM EXPENSES										
12	College & Student Support	112,829	94,267	(18,562)	121,129	171,932	282,800	110,868	309,916	1,131,200
13	Development & Recognition	(375)	2,225	2,600	(487)	211	6,675	6,464	2,611	26,700
14	General	44	2,182	2,138	1,733	358	6,545	6,187	3,710	26,180
15	Independent Contractors (Non-Fundraising)	2,383	1,146	(1,237)	-	6,843	3,438	(3,405)	1,454	13,750
16	Marketing	16,734	16,122	(612)	12,292	57,126	48,365	(8,761)	21,642	193,460
17	Salaries & Related Expenses	23,529	28,910	5,380	15,064	72,037	86,729	14,692	47,378	346,914
18	TOTAL PROGRAM EXPENSES	155,144	144,850	(10,293)	149,731	308,507	434,551	126,044	386,712	1,738,204
19	TOTAL OPERATING EXPENSES	220,743	229,177	8,434	215,913	507,917	687,532	179,615	579,345	2,750,128
20	OPERATING SURPLUS (DEFICT)	(132,253)	(133,344)	1,091	(131,943)	(219,625)	(400,032)	(180,407)	(263,048)	
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	3,657	8,333	(4,677)	2,083	12,461	25,000	(12,539)	6,445	100,000
22	Business Engagement Giving - All donations made by businesses	438	8,333	(7,896)	1,343	2,114	25,000	(22,886)	6,530	100,000
23	Foundation Grants	-	37,500	(37,500)	-	21,000	112,500	(91,500)	229,175	450,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	12,903	29,167	(16,264)	22,814	32,565	87,500	(54,935)	43,526	350,000
25	Major Gifts - Gifts of \$25,000 +	150,000	12,500	137,500	-	150,000	37,500	112,500	-	150,000
26	Planned Giving	9,000	20,833	(11,833)	6,000	12,902	62,500	(49,598)	21,002	250,000
27	Special Events	-	45,833	(45,833)	50,000	-	137,500	(137,500)	50,000	550,000
28	Sponsorship Scholarships (Pass Thru)	85,639	29,167	56,472	61,586	110,365	87,500	22,865	129,040	350,000
29	TOTAL FUNDRAISING REVENUE:	261,636	191,667	69,969	143,826	341,406	575,000	(233,594)	485,717	2,300,000
FUNDRAISING EXPENSES										
30	Development & Recognition	(455)	6,421	6,875	(595)	271	19,263	18,991	3,349	77,050
31	General	40	1,661	1,621	1,594	240	4,983	4,743	2,884	19,933
32	Independent Contractors	6,963	3,021	(3,942)	12,750	21,620	9,063	(12,558)	26,161	36,250
33	Marketing (Fundraising Portion)	4,183	8,458	4,274	3,073	14,282	25,373	11,091	5,411	101,490
34	Special Events Direct Expenses	-	9,333	9,333	-	(6,500)	28,000	34,500	-	112,000
35	Salaries & Benefits (Fundraising Portion)	14,117	17,346	3,228	9,038	43,222	52,037	8,815	28,427	208,149
36	TOTAL FUNDRAISING EXPENSES:	24,850	46,239	21,390	25,860	73,136	138,718	65,582	66,232	554,872
37	FUNDRAISING SURPLUS (DEFICT)	236,786	145,427	(91,359)	117,965	268,271	436,282	168,012	419,485	

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 09/30/20 & YTD

CURRENT MONTH ENDING 09/30/2020					Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
ALL FUNDS	Budget	Variance			9/30/2019	ALL FUNDS	Budget	Variance	9/30/2019	2020-2021
(1/12 OF Annual Budget)						(3/12 OF Annual Budget)				
38 OPERATING REVENUE BUDGET FY 2020/21	88,490	95,833	(7,343)		83,970	288,292	287,500	792	316,297	1,150,000
39 FUNDRAISING REVENUE BUDGET FY 2020/21	261,636	191,667	69,969		143,826	341,406	575,000	(233,594)	485,717	2,300,000
40 TOTAL 2020/21 REVENUE BUDGET:	350,126	287,500	62,626		227,796	629,698	862,500	(232,802)	802,014	3,450,000
41 MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2020/21	65,600	84,327	18,727		66,182	199,410	252,981	53,571	192,633	1,011,924
42 PROGRAM EXPENDITURES BUDGET FY 2020/21	155,144	144,850	(10,293)		149,731	308,507	434,551	126,044	386,712	1,738,204
43 FUNDRAISING EXPENDITURE BUDGET FY 2020/21	24,850	46,239	21,390		25,860	73,136	138,718	65,582	66,232	554,872
44 TOTAL 2020/21 EXPENDITURE BUDGET:	245,593	275,417	29,824		241,773	581,053	826,250	245,197	645,577	3,305,000
45 NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	104,533	12,083	(90,268)		(13,977)	48,645	36,250	(12,395)	156,437	-
46 Realized Gain / Loss	12,059	-	-		45,155	85,948	-	-	89,665	-
47 Realized Gain / Loss - Osher	-	-	-		-	-	-	-	10,200	-
48 Unrealized Gain / Loss	(497,474)	-	-		72,927	787,825	-	-	51,654	-
49 Investment Fees	(7,751)	12,083	-		(7,074)	(40,586)	36,250	-	(40,625)	145,000
50 Refunds	-	-	-		-	-	-	-	-	-
51 Interfund Transfers	-	-	-		-	-	-	-	-	-
52 Investment Activities	(493,166)	12,083	-		111,008	833,187	36,250	-	110,894	-
53 NET SURPLUS (DEFICIT)	(388,633)				97,031	881,832			267,331	


FY 20/21 COMBINED OPERATING BUDGET
REVENUES
Fundraising Revenues :

	FY 2019/20 Budget			FY 2020/21 Budget		
	FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 09/30/2019	% of Budget vs Actual @ 09/30/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 09/30/2020	% of Budget vs Actual
Annual Giving	117,305	6,445	5.5%	100,000	12,961	13.0%
Leadership Giving	550,000	43,526	7.9%	350,000	32,065	9.2%
Business Engagement Giving	150,000	6,530	4.4%	100,000	2,114	2.1%
Major Gifts	400,000	-	0.0%	150,000	150,000	100.0%
Planned Giving	250,000	21,002	8.4%	250,000	12,902	5.2%
Special Events Giving / Capital Campaign	650,000	50,000	7.7%	550,000	-	0.0%
Stepping Out for COD / Stepping Up for COD	650,000	50,000	7.7%	500,000	-	0.0%
Academic Angels Events	-	-	0.0%	50,000	-	0.0%
Scholarship Pass-Thru Donations	400,000	129,040	32.3%	350,000	110,365	31.5%
Grants	500,000	229,175	45.8%	450,000	21,000	4.7%
Fundraising Revenues	3,017,305	485,718	16.1%	2,300,000	341,407	14.8%

Investment/Other Revenues :

Investment Management Services	385,000	98,946	25.7%	382,000	102,099	26.7%
Gift Fee	40,000	12,974	32.4%	-	-	0.0%
In Kind Revenue	68,000	-	0.0%	68,000	-	0.0%
Interest/Dividends Income	600,000	204,377	34.1%	700,000	186,193	26.6%
Investment/Other Revenues	1,093,000	316,297	28.9%	1,150,000	288,292	25.1%
Total Combined Revenue	4,110,305	802,015	19.5%	3,450,000	629,699	18.3%


FY 20/21 COMBINED OPERATING BUDGET
EXPENDITURES
Fundraising Expenses

	FY 2019/20 Budget			FY 2020/21 Budget		
	FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 09/30/2019	% of Budget vs Actual @ 09/30/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 09/30/2020	% of Budget vs Actual
Annual Giving	15,000	-	0.0%	10,000	-	0.0%
Leadership Giving	15,000	99	0.7%	15,000	-	0.0%
Business Engagement	5,000	-	0.0%	5,000	-	0.0%
Major Gifts	5,000	-	0.0%	3,000	-	0.0%
Foundation Giving	5,000	-	0.0%	1,000	-	0.0%
Planned Giving	15,000	-	0.0%	10,000	-	0.0%
Special Events Expenses	100,000	-	0.0%	100,000	(6,500)	-6.5%
Stepping Out for COD Event / Stepping Up for COD	75,000	-	0.0%	75,000	(6,500)	-8.7%
Academic Angels Events	25,000	-	0.0%	25,000	-	0.0%
<u>Total Fundraising Expenses:</u>	160,000	99	0.1%	144,000	(6,500)	-4.5%

General Operating Expenses

Alumni Database Development	11,000	-	0.0%	1,000	-	0.0%
Alumni Engagement	50,000	-	0.0%	35,000	(864)	-2.5%
Auditor	15,000	6,500	43.3%	15,000	-	0.0%
Bad Debt	-	-	0.0%	-	-	0.0%
Bank Charges	4,500	69	1.5%	6,000	184	3.1%
Board/Staff Training	15,000	1,471	9.8%	15,000	79	0.5%
Community Relations	10,000	5,365	53.7%	5,000	1,225	24.5%
Depreciation Expense	200	-	0.0%	-	-	0.0%
Donor Cultivation	10,000	(32)	-0.3%	15,000	-	0.0%
Donor Recognition	10,000	2,114	21.1%	15,000	486	3.2%
Donor/Scholarship Reception Expenses	12,000	-	0.0%	12,000	-	0.0%
Equipment Lease	8,000	1,974	24.7%	8,000	1,935	24.2%
Furniture & Equipment	4,000	-	0.0%	1,500	-	0.0%
In Kind Expense	68,000	-	0.0%	68,000	-	0.0%
Independent Contractor - Annual Giving	-	-	0.0%	-	-	0.0%


FY 20/21 COMBINED OPERATING BUDGET

FY 2019/20 Budget			FY 2020/21 Budget		
FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 09/30/2019	% of Budget vs Actual @ 09/30/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 09/30/2020	% of Budget vs Actual
-	-	0.0%	-	-	0.0%
75,000	18,750	25.0%	30,000	-	0.0%
50,000	-	0.0%	-	8,010	0.0%
50,000	6,750	13.5%	-	10,500	0.0%
30,000	-	0.0%	20,000	12,441	62.2%
205,000	25,500	12.4%	50,000	30,951	61.9%
555	-	0.0%	555	-	0.0%
50,000	-	0.0%	25,000	-	0.0%
384,540	27,314	7.1%	380,000	71,357	18.8%
20,000	-	0.0%	35,000	-	0.0%
-	-	0.0%	25,000	-	0.0%
50,000	-	0.0%	50,000	-	0.0%
50,000	-	0.0%	50,000	5,597	11.2%
-	-	0.0%	-	-	0.0%
179,540	27,314	15.2%	135,000	34,650	25.7%
85,000	-	0.0%	85,000	31,110	36.6%
4,000	2,405	60.1%	3,500	-	0.0%
15,000	1,037	6.9%	15,000	128	0.9%
50,000	11,171	22.3%	45,000	10,990	24.4%
5,000	102	2.0%	5,000	457	9.1%
25,000	3,935	15.7%	20,000	255	1.3%
10,000	-	0.0%	5,000	-	0.0%
(179,540)	(800)	0.4%	(135,000)	-	0.0%
1,000	-	0.0%	1,000	-	0.0%
12,000	5,805	48.4%	12,000	195	1.6%
1,200	77	6.4%	1,200	-	0.0%
5,000	660	13.2%	1,661	-	0.0%
55,000	-	0.0%	55,000	-	


FY 20/21 COMBINED OPERATING BUDGET

	FY 2019/20 Budget			FY 2020/21 Budget		
	FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 09/30/2019	% of Budget vs Actual @ 09/30/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 09/30/2020	% of Budget vs Actual
Subscriptions/Publications	3,000	1,100	36.7%	2,000	778	38.9%
Telephone	2,000	496	24.8%	2,000	486	24.3%
Travel	5,000	-	0.0%	5,000	-	0.0%
Wages & Benefits	986,450	138,011	14.0%	991,184	205,819	20.8%
Wages & Benefits Foundation Staff	758,533	105,249	13.9%	742,528	143,843	19.4%
Wages & Benefits-Accounting Staff	227,917	32,762	14.4%	248,656	61,976	24.9%
Website Fees	1,200	539	44.9%	1,200	51	4.3%
Total Operating Expenses:	1,859,105	234,813	12.6%	1,682,800	324,512	19.3%
<u>Investment Expenses</u>						
Realized Gain/Loss - For Split Interest Agreements	10,000	-	0.0%	10,000	-	0.0%
Investment Management Services	385,000	98,946	25.7%	382,000	102,099	26.7%
Gift Fees	40,000	12,974	32.4%	-	-	0.0%
Other Investment Expenses - Restricted	145,000	29,453	20.3%	100,000	29,596	29.6%
<u>Investment Expenses:</u>	580,000	141,373	24.4%	492,000	131,695	26.8%
<u>College Support Expenses</u>						
Contributions to the College	1,511,200	309,916	20.5%	1,131,200	171,932	15.2%
College Program Support	720,000	48,259	6.7%	500,000	-	0.0%
Presidents Innovation Fund	-	-	0.0%	-	-	0.0%
Presidents Discretionary Fund	40,000	1,798		30,000	-	
Scholarships	750,000	259,859	34.6%	600,000	171,932	28.7%
Student Awards	1,200	-	0.0%	1,200	-	0.0%
<u>Total College Support Expenses:</u>	1,511,200	309,916	20.5%	1,131,200	171,932	15.2%
Total Combined Expenditures	4,110,305	686,201	16.7%	3,450,000	621,639	18.0%


FY 20/21 COMBINED OPERATING BUDGET

FY 2019/20 Budget			FY 2020/21 Budget		
FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 09/30/2019	% of Budget vs Actual @ 09/30/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 09/30/2020	% of Budget vs Actual
-	-	0.0%	-	-	0.0%
75,000	18,750	25.0%	30,000	-	0.0%
50,000	-	0.0%	-	8,010	0.0%
50,000	6,750	13.5%	-	10,500	0.0%
30,000	-	0.0%	20,000	12,441	62.2%
205,000	25,500	12.4%	50,000	30,951	61.9%
555	-	0.0%	555	-	0.0%
50,000	-	0.0%	25,000	-	0.0%
384,540	27,314	7.1%	380,000	71,357	18.8%
20,000	-	0.0%	35,000	-	0.0%
-	-	0.0%	25,000	-	0.0%
50,000	-	0.0%	50,000	-	0.0%
50,000	-	0.0%	50,000	5,597	11.2%
-	-	0.0%	-	-	0.0%
179,540	27,314	15.2%	135,000	34,650	25.7%
85,000	-	0.0%	85,000	31,110	36.6%
4,000	2,405	60.1%	3,500	-	0.0%
15,000	1,037	6.9%	15,000	128	0.9%
50,000	11,171	22.3%	45,000	10,990	24.4%
5,000	102	2.0%	5,000	457	9.1%
25,000	3,935	15.7%	20,000	255	1.3%
10,000	-	0.0%	5,000	-	0.0%
(179,540)	(800)	0.4%	(135,000)	-	0.0%
1,000	-	0.0%	1,000	-	0.0%
12,000	5,805	48.4%	12,000	195	1.6%
1,200	77	6.4%	1,200	-	0.0%
5,000	660	13.2%	1,661	-	0.0%
55,000	-	0.0%	55,000	-	


FY 20/21 COMBINED OPERATING BUDGET

	FY 2019/20 Budget			FY 2020/21 Budget		
	FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 09/30/2019	% of Budget vs Actual @ 09/30/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 09/30/2020	% of Budget vs Actual
Subscriptions/Publications	3,000	1,100	36.7%	2,000	778	38.9%
Telephone	2,000	496	24.8%	2,000	486	24.3%
Travel	5,000	-	0.0%	5,000	-	0.0%
Wages & Benefits	986,450	138,011	14.0%	991,184	205,819	20.8%
Wages & Benefits Foundation Staff	758,533	105,249	13.9%	742,528	143,843	19.4%
Wages & Benefits-Accounting Staff	227,917	32,762	14.4%	248,656	61,976	24.9%
Website Fees	1,200	539	44.9%	1,200	51	4.3%
Total Operating Expenses:	1,859,105	234,813	12.6%	1,682,800	324,512	19.3%
<u>Investment Expenses</u>						
Realized Gain/Loss - For Split Interest Agreements	10,000	-	0.0%	10,000	-	0.0%
Investment Management Services	385,000	98,946	25.7%	382,000	102,099	26.7%
Gift Fees	40,000	12,974	32.4%	-	-	0.0%
Other Investment Expenses - Restricted	145,000	29,453	20.3%	100,000	29,596	29.6%
<u>Investment Expenses:</u>	580,000	141,373	24.4%	492,000	131,695	26.8%
<u>College Support Expenses</u>						
Contributions to the College	1,511,200	309,916	20.5%	1,131,200	171,932	15.2%
College Program Support	720,000	48,259	6.7%	500,000	-	0.0%
Presidents Innovation Fund	-	-	0.0%	-	-	0.0%
Presidents Discretionary Fund	40,000	1,798		30,000	-	
Scholarships	750,000	259,859	34.6%	600,000	171,932	28.7%
Student Awards	1,200	-	0.0%	1,200	-	0.0%
<u>Total College Support Expenses:</u>	1,511,200	309,916	20.5%	1,131,200	171,932	15.2%
Total Combined Expenditures	4,110,305	686,201	16.7%	3,450,000	621,639	18.0%

REPORT OF SCHOLARSHIPS AWARDED FY 2020/2021 1st Quarter Ended September 30,2020				
SCHOLARSHIPS AWARDED	1st Qtr Number of Scholarships Awarded	1st Qtr Scholarships Paid	FY 2020/2021 Total Number of Scholarships Issued	Total Scholarships Awarded YTD
Applied Science & Business (ASB)				
Communication & Humanities (CH)				
Counseling Services (CS)	22	21,582	22	\$ 21,582
Enrollment Services (ES)				
General Scholarships (Non-Program Specific)	86	52,128	86	\$ 52,128
Health Sciences & Education (HSE)				
Math & Science (MS)	1	190	1	\$ 190
Social Sciences & Arts (SSA)	8	5,450	8	\$ 5,450
Sponsorship Scholarships (Pass Thru)	23	23,526	23	\$ 23,526
Student Emergency Funds	56	69,056	56	\$ 69,056
Total Scholarships Awarded:	196	171,932	196	\$ 171,932

REPORT OF PROGRAM CONTRIBUTIONS		
FY 2020/2021		
1st Quarter Ended September 30,2020		
PROGRAM CONTRIBUTIONS	1st Qtr Program Contributions	Total Program Contributions YTD
Applied Science & Business		
Communication & Humanities		
Counseling Services		
Enrollment Services		
General (Non-Program Specific)		
Health Sciences & Education		
Math & Science		
Social Sciences & Arts:		
Total Program Contributions:	\$ -	\$ -
PENDING PROGRAM REQUEST SUBMITTED		
Applied Science & Business		
Communication & Humanities		
Counseling Services		
Enrollment Services		
General (Non-Program Specific)		
Health Sciences & Education	\$ 129,750.00	
Math & Science		
Social Sciences & Arts:		
Sponsorship Scholarships (Pass Thru)		
Student Emergency Funds		
Total Pending Program Request	\$ 129,750	



FINANCIAL REPORT

FOR THE PERIOD ENDED OCTOBER 31, 2020 & YTD

Foundation Mission Statement

Our Mission

The mission of the College of the Desert Foundation is to act as advocates for the College and to secure financial support enhancing the educational opportunities for all students

Our Vision

To positively impact the lives of students who are striving to achieve a purposeful education and to enhance the communities of the Coachella Valley and the region.

Core Values

- ✓ Accountability
- ✓ Integrity
- ✓ Service Excellence
- ✓ Trust

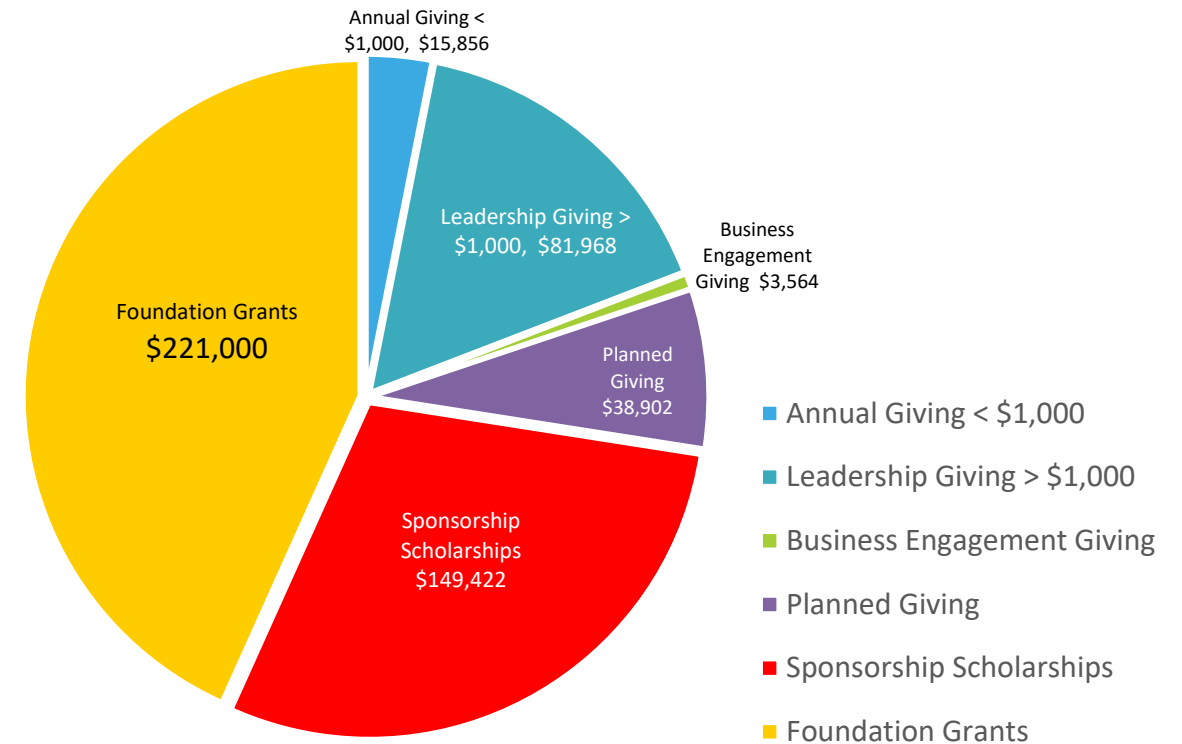
TOTAL FUNDRAISING REVENUE HIGHLIGHTS

October 31, 2020 Fundraising Revenues \$319,306 & YTD \$660,711

YTD Revenues include the following:

- \$200,000 grant for pLEDGE Scholarship Support
- \$149,422 in Sponsorship Scholarships
- \$100,000 New Scholarship Endowment for Solar Studies
- \$88,883 in Presidents Circle Contributions
- \$47,466 in Scholarship Donations (Variety of Rest. Funds)
- \$21,000 Osher Foundation Scholarships
- \$12,875 in support of the CV Pride Scholarship

2020/2021 Revenues

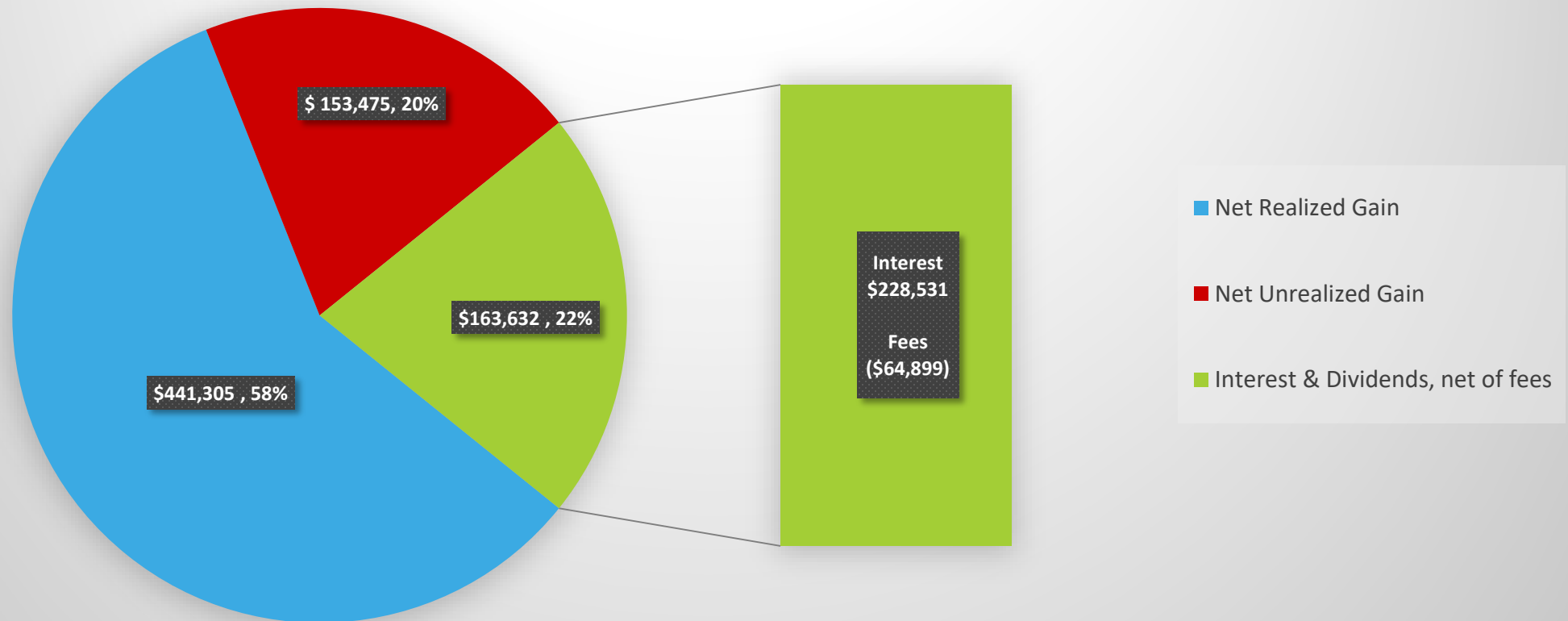


* Amounts do not include Investment activity.

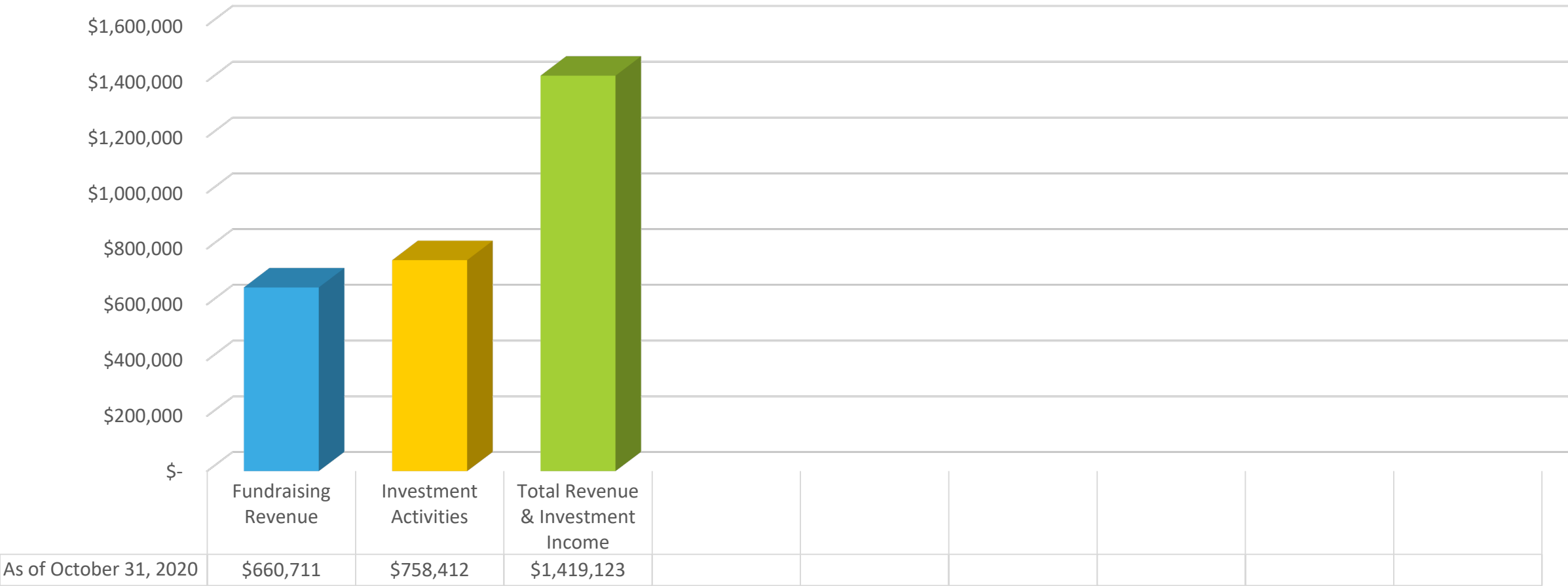
OTHER INCOME

Investment Activities

Total Other Investment Activity Income for the month of October were \$(303,306)/w/Interest (260,968) and YTD \$529,881/ w/Interest \$758,412



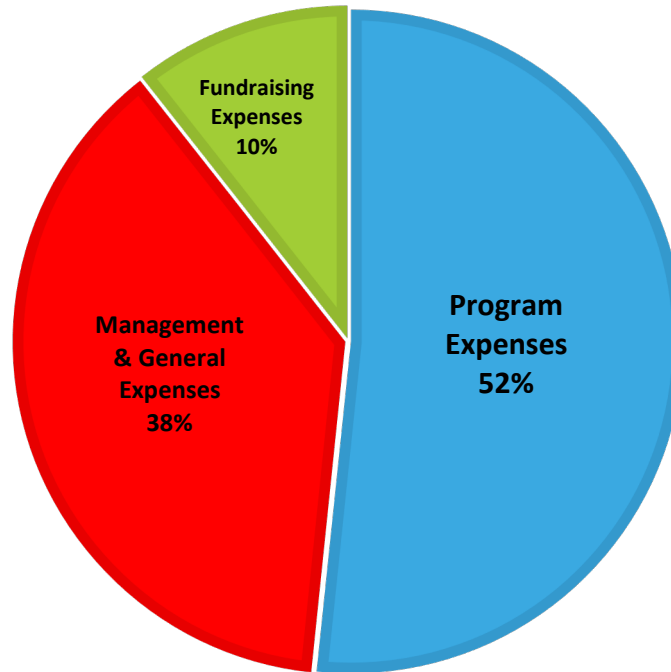
Fiscal Year 2020/2021 Combined Revenue & Investment Income



TOTAL EXPENDITURES

2020/2021 YTD FUNCTIONAL EXPENSES

Total expenditures for the month ended October 31, 2020 are \$148,977 and \$737,131 YTD



Includes:

- Scholarships Awarded \$302,472
- Foundation Salaries & Benefits \$275,722
- Consulting Services \$41,501
- Foundation Marketing & Development \$44,463

■ Program Expenses ■ Management & General Expenses ■ Fundraising Expenses

** Amounts do not include Investment activity.*

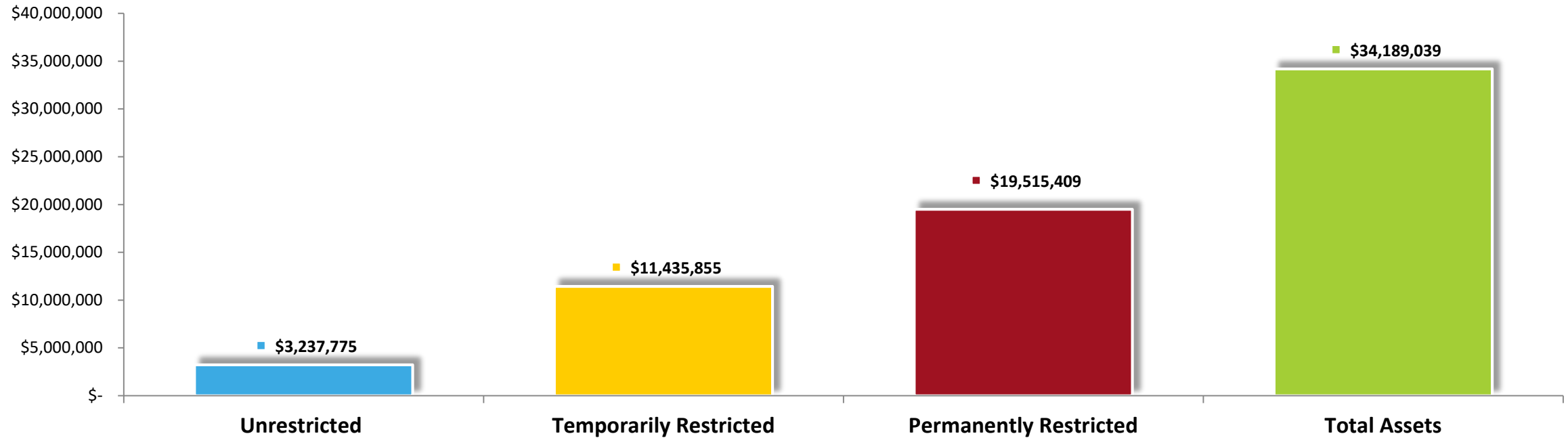
ACCOMPLISHING OUR MISSION

AS OF OCTOBER 31, 2020

\$302,472 GIVEN IN SCHOLARSHIP SUPPORT TO STUDENTS

**\$928 IN PROGRAM SUPPORT
WITH AN ADDITIONAL \$129,750 IN PENDING REQUEST**

Total Assets at October 31, 2020



- Unrestricted Funds: Includes \$500,000 Board Reserve.
- Temporarily Restricted Funds: Restricted per Donor / Board Criteria.
- Permanently Restricted Funds: Endowments held by the Foundation in Perpetuity.

Stepping Up for COD

2020/2021

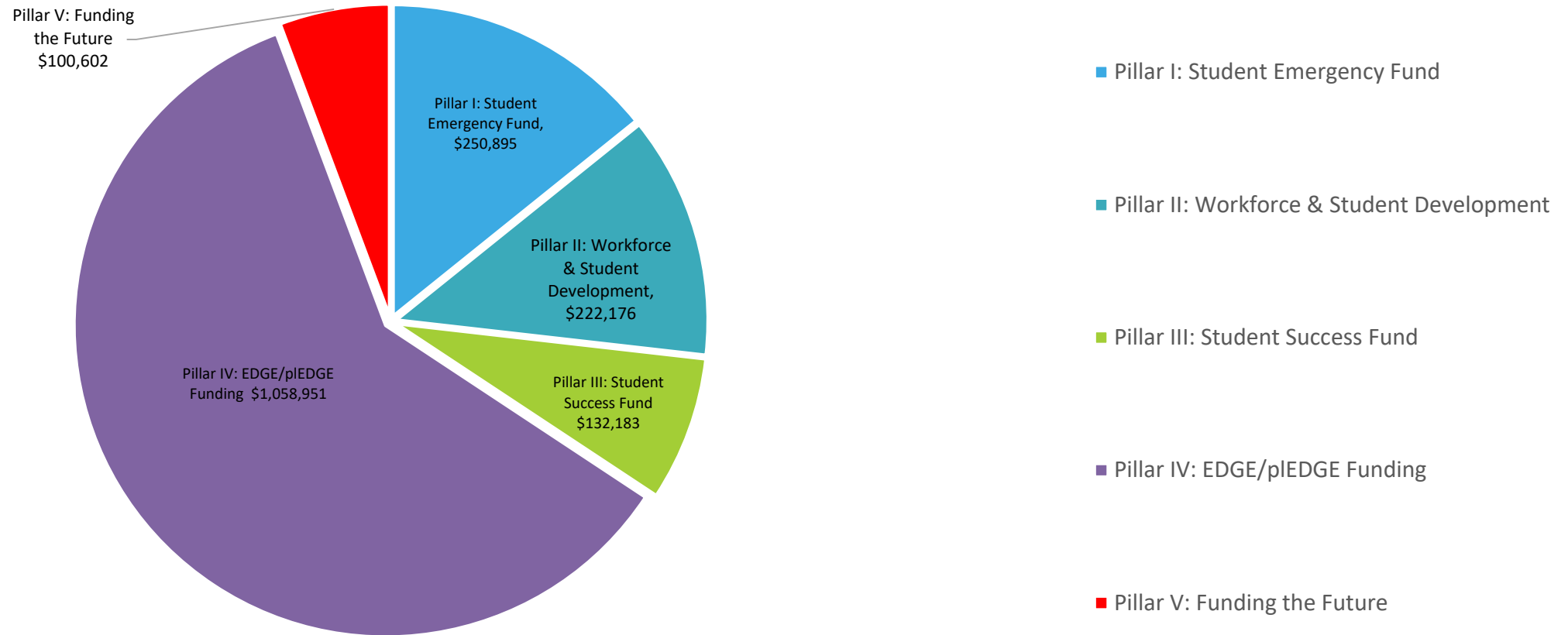
2020/21 STEPPING UP FOR COD CAMPAIGN PROGRESS

Overall Campaign Goal \$2,000,000 – Status Quiet Phase

Pillar I: Student Emergency Fund Goal: \$100,000	Pillar II: Workforce & Student Development Goal: \$150,000	Pillar III: Student Success Fund Goal: \$500,000	Pillar IV: EDGE/pLEDGE Funding Goal: \$1,250,000	Pillar V: Funding the Future
Advanced Funding from Prior Fiscal Year \$245,345 •\$200K Transfer from 2030 Fund •\$45,345 Raised in FY 2019/20 Current Year Revenues: \$5,550 Goal Progress: \$250,895 251%	No Advanced Funding from Prior Fiscal Year Current Year Revenues: \$208,809.69 Goal Progress: \$222,176 149%	No Advanced Funding from Prior Fiscal Year Current Year Revenues: \$126,919.00 Goal Progress: \$132,183 27%	Advanced Funding from Prior Fiscal Year and Other Sources \$70,669 pLEDGE Program Fund 2371 \$150,000 Lurie Challenge Grant Fund 2372 \$38,382 pLEDGE 60 th Anniversary Fund 2694 \$250,000 Pending Board Approval to move from UR Funds earmarked for Technology \$350,000 Funding from Auxiliary & Alumni Current Year Revenues: \$200,000 Goal Progress: \$1,058,951 85%	No Advanced Funding from Prior Fiscal Year Current Year Revenues: \$100,602.19 Goal Progress: No Goal Set

* Amounts do not include Investment activity.

Overall Campaign Goal \$2,000,000 – Status Quiet Phase



* Amounts do not include Investment activity.

Questions?

Thank you!



FINANCIAL SUMMARY

October 31, 2020

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , OCTOBER 31, 2020
WITH COMPARATIVE TOTALS FOR OCTOBER 31, 2019

	Operating & Restricted Asset Funds		Endowed Asset Funds		Totals	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund		(Memorandum Only) 2020-21	2019-2020
ASSETS						
1 Cash and cash equivalents	\$ 404,950	\$ 109,923	\$ 742,744	\$ 1,257,617	\$ 2,185,384	
2 Investments	2,230,868	11,077,943	18,380,952	31,689,762	30,280,264	
3 Investments - Board Reserve	500,000	-	-	500,000	500,000	
4 Pledges receivable	20,320	4,808	50,000	75,128	214,808	
5 Allowance for Doubtful Accounts	-	-	-	-	-	
6 Accounts Receivable	-	200	-	200	1,000	
7 Student Emergency Funds held at College	5,000	-	-	5,000	5,000	
8 Accrued interest receivable	74,098	30,086	5,164	109,348	114,040	
9 Accrued assets	2,500	-	-	2,500	2,500	
10 Property and equipment, net	40	-	-	40	1,784	
11 FCCC - Scholarship Endowment	-	44,875	336,549	381,424	397,330	
12 Split interest agreements	-	168,021	-	168,021	186,690	
13 TOTAL ASSETS	\$ 3,237,775	\$ 11,435,855	\$ 19,515,409	\$ 34,189,039	\$ 33,888,800	
LIABILITIES						
14 Accounts payable	33,241	14,905	-	48,146	85,348	
15 Accounts Payable - By JV	-	-	-	-	-	
16 Accounts Payable - Related Party	70,157	18,300	-	88,457	77,402	
17 Deferred Contributions	(3,373)	-	-	(3,373)	(3,350)	
18 Accrued Payroll Liability	17,442	-	-	17,442	21,358	
18 PPP Loan Payable	97,624	-	-	97,624	-	
19 TOTAL LIABILITIES	\$ 215,092	\$ 33,205	\$ -	\$ 248,297	\$ 180,757	
NET ASSETS, beginning						
Unrestricted:						
20 Undesignated	2,350,492	-	-	2,350,492	2,354,594	
21 Board designated	500,000	-	-	500,000	500,000	
22 Temporarily restricted	-	10,857,833	-	10,857,833	10,982,403	
23 Permanently restricted	-	-	19,414,806	19,414,806	19,414,806	
24 TOTAL NET ASSETS, beginning	\$ 2,850,492	\$ 10,857,833	\$ 19,414,806	\$ 33,123,131	\$ 33,251,803	
25 Net Activity	172,192	544,817	100,603	817,611	456,240	
26 NET ASSETS	\$ 3,022,684	\$ 11,402,650	\$ 19,515,409	\$ 33,940,742	\$ 33,708,043	
27 TOTAL LIABILITIES AND NET ASSETS	\$ 3,237,775	\$ 11,435,855	\$ 19,515,409	\$ 34,189,039	\$ 33,888,800	

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 10/31/20 & YTD

CURRENT MONTH ENDING 10/31/2020				Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET	
ALL FUNDS	Budget	Variance		10/31/2019	ALL FUNDS	Budget	Variance	10/31/2019	2020-2021	
(1/12 OF Annual Budget)					(4/12 OF Annual Budget)					
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	22,667	(22,667)	-	68,000	
2	Interest	42,338	58,333	(15,995)	48,685	228,531	233,333	(4,802)	700,000	
3	Management Fees	33,719	31,833	1,886	33,196	135,818	127,333	8,485	382,000	
4	Sustainability Fees (Gift Fees)	(200)	-	(200)	768	(200)	-	(200)	-	
5	TOTAL OPERATING REVENUE	75,857	95,833	(19,976)	82,649	364,149	383,333	(19,184)	398,945	1,150,000
MANAGEMENT & GENERAL EXPENSES										
6	General	47,291	46,109	(1,183)	39,533	153,289	184,434	31,145	170,492	553,303
7	Independent Contractors (Non-Fundraising)	810	417	(393)	-	3,298	1,667	(1,632)	529	5,000
8	Marketing	-	521	521	-	-	2,083	2,083	-	6,250
9	Recognition	75	938	863	75	440	3,750	3,310	1,661	11,250
10	Salaries & Related Expenses	30,757	36,343	5,587	22,864	121,318	145,374	24,056	82,426	436,121
11	TOTAL MANAGEMENT & GENERAL EXPENSES	78,933	84,327	5,394	62,472	278,345	337,308	58,963	255,107	1,011,924
PROGRAM EXPENSES										
12	College & Student Support	131,468	94,267	(37,201)	88,121	303,400	377,067	73,667	398,037	1,131,200
13	Development & Recognition	10	2,225	2,215	10	221	8,900	8,679	2,621	26,700
14	General	3,802	2,182	(1,620)	2,684	4,160	8,727	4,567	6,394	26,180
15	Independent Contractors (Non-Fundraising)	2,228	1,146	(1,082)	-	9,070	4,583	(4,487)	1,454	13,750
16	Marketing	(95,474)	16,122	111,596	8,974	(32,669)	64,487	97,155	30,616	193,460
17	Salaries & Related Expenses	24,466	28,910	4,444	18,187	96,503	115,638	19,135	65,566	346,914
18	TOTAL PROGRAM EXPENSES	66,499	144,850	78,352	117,976	380,685	579,401	198,716	504,688	1,738,204
19	TOTAL OPERATING EXPENSES	145,432	229,177	83,745	180,448	659,030	916,709	257,679	759,795	2,750,128
20	OPERATING SURPLUS (DEFICIT)	(69,575)	(133,344)	63,769	(97,799)	(294,881)	(533,376)	(238,495)	(360,850)	
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	3,396	8,333	(4,938)	2,447	15,856	33,333	(17,477)	8,892	100,000
22	Business Engagement Giving - All donations made by businesses	1,450	8,333	(6,883)	-	3,564	33,333	(29,770)	6,530	100,000
23	Foundation Grants	200,000	37,500	162,500	5,000	221,000	150,000	71,000	234,175	450,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	49,403	29,167	20,236	19,302	81,968	116,667	(34,699)	62,828	350,000
25	Major Gifts - Gifts of \$25,000 +	-	12,500	(12,500)	-	150,000	50,000	100,000	-	150,000
26	Planned Giving	26,000	20,833	5,167	45,639	38,902	83,333	(44,431)	66,641	250,000
27	Special Events	-	45,833	(45,833)	-	-	183,333	(183,333)	50,000	550,000
28	Sponsorship Scholarships (Pass Thru)	39,058	29,167	9,891	76,864	149,422	116,667	32,755	205,905	350,000
29	TOTAL FUNDRAISING REVENUE:	319,306	191,667	127,640	149,252	660,711	766,667	(105,955)	634,970	2,300,000
FUNDRAISING EXPENSES										
30	Development & Recognition	2,073	6,421	4,348	365	2,345	25,683	23,339	3,714	77,050
31	General	3,149	1,661	(1,488)	1,760	3,389	6,644	3,255	4,644	19,933
32	Independent Contractors	7,513	3,021	(4,492)	12,750	29,133	12,083	(17,049)	38,911	36,250
33	Marketing (Fundraising Portion)	(23,869)	8,458	32,326	2,243	(8,167)	33,830	41,997	7,654	101,490
34	Special Events Direct Expenses	-	9,333	9,333	-	(6,500)	37,333	43,833	-	112,000
35	Salaries & Benefits (Fundraising Portion)	14,679	17,346	2,666	10,912	57,902	69,383	11,481	39,340	208,149
36	TOTAL FUNDRAISING EXPENSES:	3,545	46,239	42,694	28,031	78,101	184,957	106,856	94,263	554,872
37	FUNDRAISING SURPLUS (DEFICIT)	315,761	145,427	(170,334)	121,221	582,611	581,709	(901)	540,708	

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 10/31/20 & YTD

		CURRENT MONTH ENDING 10/31/2020			Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	10/31/2019	ALL FUNDS	Budget	Variance	10/31/2019	2020-2021
		(1/12 OF Annual Budget)				(4/12 OF Annual Budget)				
38	OPERATING REVENUE BUDGET FY 2020/21	75,857	95,833	(19,976)	82,649	364,149	383,333	(19,184)	398,945	1,150,000
39	FUNDRAISING REVENUE BUDGET FY 2020/21	319,306	191,667	127,640	149,252	660,711	766,667	(105,955)	634,970	2,300,000
40	TOTAL 2020/21 REVENUE BUDGET:	395,163	287,500	107,663	231,901	1,024,860	1,150,000	(125,140)	1,033,915	3,450,000
41	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2020/21	78,933	84,327	5,394	62,472	278,345	337,308	58,963	255,107	1,011,924
42	PROGRAM EXPENDITURES BUDGET FY 2020/21	66,499	144,850	78,352	117,976	380,685	579,401	198,716	504,688	1,738,204
43	FUNDRAISING EXPENDITURE BUDGET FY 2020/21	3,545	46,239	42,694	28,031	78,101	184,957	106,856	94,263	554,872
44	TOTAL 2020/21 EXPENDITURE BUDGET:	148,977	275,417	126,440	208,479	737,131	1,101,667	364,536	854,058	3,305,000
45	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	246,186	12,083	(106,565)	23,422	287,729	48,333	(239,396)	179,857	-
46	Realized Gain / Loss	355,357	-	-	19,966	441,305	-	-	109,631	-
47	Realized Gain / Loss - Osher	-	-	-	-	-	-	-	10,200	-
48	Unrealized Gain / Loss	(634,350)	-	-	171,706	153,475	-	-	223,359	-
49	Investment Fees	(24,313)	12,083	-	(26,186)	(64,899)	48,333	-	(66,811)	145,000
50	Refunds	-	-	-	-	-	-	-	-	-
51	Interfund Transfers	-	-	-	-	-	-	-	-	-
52	Investment Activities	(303,306)	12,083	-	165,486	529,881	48,333	-	276,379	-
53	NET SURPLUS (DEFICIT)	(57,120)			188,908	817,610			456,236	


FY 20/21 COMBINED OPERATING BUDGET
REVENUES
Fundraising Revenues :

	FY 2019/20 Budget			FY 2020/21 Budget		
	FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 10/31/2019	% of Budget vs Actual @ 10/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 10/31/2020	% of Budget vs Actual
Annual Giving	117,305	8,892	7.6%	100,000	15,856	15.9%
Leadership Giving	550,000	62,828	11.4%	350,000	81,968	23.4%
Business Engagement Giving	150,000	6,530	4.4%	100,000	3,564	3.6%
Major Gifts	400,000	-	0.0%	150,000	150,000	100.0%
Planned Giving	250,000	66,641	26.7%	250,000	38,902	15.6%
Special Events Giving / Capital Campaign	650,000	50,000	7.7%	550,000	-	0.0%
Stepping Out for COD / Stepping Up for COD	650,000	50,000	7.7%	500,000	-	0.0%
Academic Angels Events	-	-	0.0%	50,000	-	0.0%
Scholarship Pass-Thru Donations	400,000	205,905	51.5%	350,000	149,422	42.7%
Grants	500,000	234,175	46.8%	450,000	221,000	49.1%
Fundraising Revenues	3,017,305	634,971	21.0%	2,300,000	660,712	28.7%

Investment/Other Revenues :

Investment Management Services	385,000	132,142	34.3%	382,000	135,818	35.6%
Gift Fee	40,000	13,742	34.4%	-	(200)	0.0%
In Kind Revenue	68,000	-	0.0%	68,000	-	0.0%
Interest/Dividends Income	600,000	253,061	42.2%	700,000	228,531	32.6%
Investment/Other Revenues	1,093,000	398,945	36.5%	1,150,000	364,149	31.7%
Total Combined Revenue	4,110,305	1,033,916	25.2%	3,450,000	1,024,861	29.7%


FY 20/21 COMBINED OPERATING BUDGET
EXPENDITURES
Fundraising Expenses

	FY 2019/20 Budget			FY 2020/21 Budget		
	FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 10/31/2019	% of Budget vs Actual @ 10/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 10/31/2020	% of Budget vs Actual
Annual Giving	15,000	-	0.0%	10,000	-	0.0%
Leadership Giving	15,000	449	3.0%	15,000	1,748	11.7%
Business Engagement	5,000	-	0.0%	5,000	310	6.2%
Major Gifts	5,000	-	0.0%	3,000	-	0.0%
Foundation Giving	5,000	-	0.0%	1,000	-	0.0%
Planned Giving	15,000	-	0.0%	10,000	-	0.0%
Special Events Expenses	100,000	-	0.0%	100,000	(6,500)	-6.5%
Stepping Out for COD Event / Stepping Up for COD	75,000	-	0.0%	75,000	(6,500)	-8.7%
Academic Angels Events	25,000	-	0.0%	25,000	-	0.0%
<u>Total Fundraising Expenses:</u>	160,000	449	0.3%	144,000	(4,442)	-3.1%

General Operating Expenses

Alumni Database Development	11,000	-	0.0%	1,000	-	0.0%
Alumni Engagement	50,000	-	0.0%	35,000	(864)	-2.5%
Auditor	15,000	6,500	43.3%	15,000	9,100	60.7%
Bad Debt	-	-	0.0%	-	-	0.0%
Bank Charges	4,500	122	2.7%	6,000	425	7.1%
Board/Staff Training	15,000	5,547	37.0%	15,000	5,580	37.2%
Community Relations	10,000	5,365	53.7%	5,000	1,225	24.5%
Depreciation Expense	200	-	0.0%	-	-	0.0%
Donor Cultivation	10,000	(32)	-0.3%	15,000	-	0.0%
Donor Recognition	10,000	2,214	22.1%	15,000	587	3.9%
Donor/Scholarship Reception Expenses	12,000	-	0.0%	12,000	-	0.0%
Equipment Lease	8,000	1,974	24.7%	8,000	1,935	24.2%
Furniture & Equipment	4,000	-	0.0%	1,500	-	0.0%
In Kind Expense	68,000	-	0.0%	68,000	-	0.0%
Independent Contractor - Annual Giving	-	-	0.0%	-	-	0.0%


FY 20/21 COMBINED OPERATING BUDGET

FY 2019/20 Budget			FY 2020/21 Budget		
FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 10/31/2019	% of Budget vs Actual @ 10/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 10/31/2020	% of Budget vs Actual
-	-	0.0%	-	-	0.0%
75,000	25,000	33.3%	30,000	-	0.0%
50,000	-	0.0%	-	8,010	0.0%
50,000	13,250	26.5%	-	17,000	0.0%
30,000	-	0.0%	20,000	16,491	82.5%
205,000	38,250	18.7%	50,000	41,501	83.0%
555	555	100.0%	555	-	0.0%
50,000	-	0.0%	25,000	-	0.0%
384,540	38,531	10.0%	380,000	79,113	20.8%
20,000	-	0.0%	35,000	-	0.0%
-	-	0.0%	25,000	-	0.0%
50,000	-	0.0%	50,000	-	0.0%
50,000	2,031	4.1%	50,000	13,353	26.7%
-	-	0.0%	-	-	0.0%
179,540	36,500	20.3%	135,000	34,650	25.7%
85,000	-	0.0%	85,000	31,110	36.6%
4,000	2,405	60.1%	3,500	1,600	45.7%
15,000	2,248	15.0%	15,000	590	3.9%
50,000	18,389	36.8%	45,000	17,619	39.2%
5,000	403	8.1%	5,000	1,094	21.9%
25,000	6,095	24.4%	20,000	255	1.3%
10,000	-	0.0%	5,000	-	0.0%
(179,540)	(800)	0.4%	(135,000)	(120,000)	88.9%
1,000	-	0.0%	1,000	-	0.0%
12,000	6,112	50.9%	12,000	3,105	25.9%
1,200	77	6.4%	1,200	-	0.0%
5,000	660	13.2%	1,661	-	0.0%
55,000	-	0.0%	55,000	-	


FY 20/21 COMBINED OPERATING BUDGET

	FY 2019/20 Budget			FY 2020/21 Budget		
	FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 10/31/2019	% of Budget vs Actual @ 10/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 10/31/2020	% of Budget vs Actual
Subscriptions/Publications	3,000	1,279	42.6%	2,000	901	45.1%
Telephone	2,000	654	32.7%	2,000	635	31.8%
Travel	5,000	1,015	20.3%	5,000	-	0.0%
Wages & Benefits	986,450	189,975	19.3%	991,184	275,722	27.8%
Wages & Benefits Foundation Staff	758,533	142,348	18.8%	742,528	193,047	26.0%
Wages & Benefits-Accounting Staff	227,917	47,627	20.9%	248,656	82,675	33.2%
Website Fees	1,200	539	44.9%	1,200	51	4.3%
Total Operating Expenses:	1,859,105	328,077	17.6%	1,682,800	320,174	19.0%
<u>Investment Expenses</u>						
Realized Gain/Loss - For Split Interest Agreements	10,000	-	0.0%	10,000	-	0.0%
Investment Management Services	385,000	132,142	34.3%	382,000	135,818	35.6%
Gift Fees	40,000	13,742	34.4%	-	(200)	0.0%
Other Investment Expenses - Restricted	145,000	48,422	33.4%	100,000	47,280	47.3%
<u>Investment Expenses:</u>	580,000	194,306	33.5%	492,000	182,898	37.2%
<u>College Support Expenses</u>						
Contributions to the College	1,511,200	398,037	26.3%	1,131,200	303,400	26.8%
College Program Support	720,000	58,670	8.1%	500,000	928	0.2%
Presidents Innovation Fund	-	-	0.0%	-	-	0.0%
Presidents Discretionary Fund	40,000	7,272		30,000	-	
Scholarships	750,000	332,095	44.3%	600,000	302,472	50.4%
Student Awards	1,200	-	0.0%	1,200	-	0.0%
<u>Total College Support Expenses:</u>	1,511,200	398,037	26.3%	1,131,200	303,400	26.8%
Total Combined Expenditures	4,110,305	920,869	22.4%	3,450,000	802,030	23.2%


FY 20/21 COMBINED OPERATING BUDGET

FY 2019/20 Budget			FY 2020/21 Budget		
FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 10/31/2019	% of Budget vs Actual @ 10/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 10/31/2020	% of Budget vs Actual
-	-	0.0%	-	-	0.0%
75,000	25,000	33.3%	30,000	-	0.0%
50,000	-	0.0%	-	8,010	0.0%
50,000	13,250	26.5%	-	17,000	0.0%
30,000	-	0.0%	20,000	16,491	82.5%
205,000	38,250	18.7%	50,000	41,501	83.0%
555	555	100.0%	555	-	0.0%
50,000	-	0.0%	25,000	-	0.0%
384,540	38,531	10.0%	380,000	79,113	20.8%
20,000	-	0.0%	35,000	-	0.0%
-	-	0.0%	25,000	-	0.0%
50,000	-	0.0%	50,000	-	0.0%
50,000	2,031	4.1%	50,000	13,353	26.7%
-	-	0.0%	-	-	0.0%
179,540	36,500	20.3%	135,000	34,650	25.7%
85,000	-	0.0%	85,000	31,110	36.6%
4,000	2,405	60.1%	3,500	1,600	45.7%
15,000	2,248	15.0%	15,000	590	3.9%
50,000	18,389	36.8%	45,000	17,619	39.2%
5,000	403	8.1%	5,000	1,094	21.9%
25,000	6,095	24.4%	20,000	255	1.3%
10,000	-	0.0%	5,000	-	0.0%
(179,540)	(800)	0.4%	(135,000)	(120,000)	88.9%
1,000	-	0.0%	1,000	-	0.0%
12,000	6,112	50.9%	12,000	3,105	25.9%
1,200	77	6.4%	1,200	-	0.0%
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55,000	-	0.0%	55,000	-	


FY 20/21 COMBINED OPERATING BUDGET

FY 2019/20 Budget			FY 2020/21 Budget		
FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 10/31/2019	% of Budget vs Actual @ 10/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 10/31/2020	% of Budget vs Actual
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2,000	654	32.7%	2,000	635	31.8%
5,000	1,015	20.3%	5,000	-	0.0%
986,450	189,975	19.3%	991,184	275,722	27.8%
758,533	142,348	18.8%	742,528	193,047	26.0%
227,917	47,627	20.9%	248,656	82,675	33.2%
1,200	539	44.9%	1,200	51	4.3%
1,859,105	328,077	17.6%	1,682,800	320,174	19.0%
10,000	-	0.0%	10,000	-	0.0%
385,000	132,142	34.3%	382,000	135,818	35.6%
40,000	13,742	34.4%	-	(200)	0.0%
145,000	48,422	33.4%	100,000	47,280	47.3%
580,000	194,306	33.5%	492,000	182,898	37.2%
1,511,200	398,037	26.3%	1,131,200	303,400	26.8%
720,000	58,670	8.1%	500,000	928	0.2%
-	-	0.0%	-	-	0.0%
40,000	7,272		30,000	-	
750,000	332,095	44.3%	600,000	302,472	50.4%
1,200	-	0.0%	1,200	-	0.0%
1,511,200	398,037	26.3%	1,131,200	303,400	26.8%
4,110,305	920,869	22.4%	3,450,000	802,030	23.2%



Fundraising Expenses and Management & General Expenses

Functional Expenses

Fiscal Year	Total Functional Expenses	Program Expenses	Management & General Expenses	Fundraising Expenses	% of Management & General/Program Expenses to Total Expenditures
2015/16	3,096,772	2,221,670	539,244	335,858	28.3% / 71.7%
2016/17	3,007,259	2,149,708	484,212	375,339	28.6% / 71.4%
2017/18	2,597,246	1,770,308	476,971	349,967	31.8% / 68.2%
2018/19	3,270,858	2,166,852	531,737	572,269	33.8% / 66.2%
2019/20	2,943,362	2,261,819	443,096	238,447	23.2% / 76.8%



2020-21 Board Manual Changes Memo



2020-21 Foundation Board Manual Changes Memo

New Sections:

Zoom Etiquette, Tips & Reminders
Mission Statement

Updates:

Organization Chart (Page 52)
Directories (pages 54-59)
Committees (pages 61-63)
Calendars (pages 65-66)
Policies and Forms (see above for changes)
Financial Statements (97-134) Consider keeping previous insert for historical perspective.
Community Engagement Tours – remove old schedule
COD Information (pages 136-143)

No Change:

Articles of Incorporation
Master Agreement
Bylaws
Brown Act
Donor Bill of Rights
IRS Letter
Role of Foundation Board Members
Role of Foundation Staff
Policies & Forms (except for Endowment Spending (pages 75-76), Gift Acceptance Policy (pages 77-80), Investment Policy (pages 82-93) and the addition of Contact Information Form (page 68)



Updated Committee Assignments - 2020-2021

2020-2021 STANDING COMMITTEES OF THE BOARD

Academic Angels

Marge Dodge – *Chair*

Christine Anderson
Norma Castaneda
Jane Saltonstall
Cynthia Cottrell – *Non-voting*
Roberta Duke-Jennings – *Non-voting*
Nancy Harris – *Non-voting*
Linda Weakley – *Non-voting*

Audit Committee

Diane Rubin – *Chair*

Jim Greene
Jim Johnson
John Monahan
John Ramont – *Ex-Officio*

Development Committee

Joanne Mintz – *Chair*

Carol Bell Dean
Melinda Drickey
Jim Greene
Jim Johnson
Barbara Foster Monachino
Jane Saltonstall
Marlene O'Sullivan
Jim Williams

Finance & Investment

Committee Tom Minder– *Chair*

Barbara Foster Monachino
Barbara Fromm
Paul Hinkes
Jim Williams
John Ramont – *Ex-Officio*

Executive Committee

Bill S. Chunowitz – *President*
Barbara Fromm – *Vice President*
Marge Dodge – *Secretary & Chair of the Academic Angels Committee*
Tom Minder– *Treasurer & Chair of Fin. & Invest. Committee*
Joanne Mintz – *Dev. Committee Chair*
Jane Saltonstall – *President's appointment*
Diane Rubin – *President's Appointment*
Christine Anderson – *President's Appointment*

Joel Kinnamon, Ph.D. – *COD President*
Ruben Perez – *Board of Trustees Representative*
John Ramont – *Vice President Admin. Services*
Catherine Abbott – *Executive Director*

Nominating Committee

Jane Saltonstall – *Chair*

Christine Anderson
Norma Castaneda
Marge Dodge
Tom Minder
John Monahan
Diane Rubin

Stepping Out for COD Committee

Christine Anderson – *Co-Chair*
Jane Saltonstall – *Co-Chair*

Marge Dodge
Barbara Foster Monachino
Rob Kincaid
Marlene O'Sullivan
Joanne Mintz

2020-2021 AD-HOC COMMITTEES OF THE BOARD

Advisory Sub-Committees of the Development Committee:

- **Annual Report Council Advisory Committee**

Term: June 2020 through August 2021

Chair - TBD

- **Business Outreach Advisory Committee**

Term: October 2020 through May 2021

Jim Johnson – *Chair*
 Barbara Fromm

- **Campus Tours/Donor Outreach Advisory Committee**

Term: July 2020 through November 2020

Jim Williams – *Chair*

- **President's Circle Advisory Committee**

Term: October 2020 through May 2021

Carol Bell Dean – *Chair*
 Joanne Mintz
 Barbara Foster Monachino
 Marlene O'Sullivan



Appendices



Foundation Development Committee Meeting

Minutes for Thursday, September 17, 2020

2:00PM

Zoom Video: <https://cccconfer.zoom.us/j/91867731018>

Meeting Participants

Committee Members Present

Joanne Mintz (Chair), Carol Bell Dean, Barbara Foster Monachino, Jim Greene, Jim Johnson, Marlene O'Sullivan and Jim Williams

Committee Members Not Present

Melinda Drickey

Guest(s)

Catherine Abbott, Christine Anderson, Gailya Brown, Liz Chambers, Bill Chunowitz and Jane Saltonstall

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:01PM.

2. Action Items

2.1 Approval of Agenda: Foundation Development Committee Meeting of September 17, 2020 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of

the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the Development Committee Meeting of September 17, 2020 with any addition, correction or deletions.

2.1 Conclusion

Barbara Foster Monachino moved to approve the agenda as presented, Jim Johnson seconded.

Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of regular Foundation Development Committee Meeting Minutes – July 23, 2020.

The minutes were approved as presented.

4. Comments from the Public

4. 1 Comments From The Public: Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until September 16, 2020 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Development Advisory Committee Reports

5.1 Annual Report Advisory Committee – Chair Jim Greene

Jim Greene provided an update on the Annual Report. Given the current restrictions, the Foundation will continue having an integrated annual report section within the College's Annual Report. The report will include a signed letter from the College's President and the Foundation Board President, highlight some Board members and Major Gifts Donors, include the Foundation's mission statement, the list of Foundation Officers, as well as Piktochart visuals showing where funds have

been distributed over the last fiscal year. Details are currently being discussed but the preparation of the report has been delayed due to the recent malware attack.

5.1 Conclusion

The Committee asked to receive an electronic copy of the Annual Report from last fiscal year.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
The Committee will be sent an electronic copy of the Annual Report.	Eve-Marie Dehondt	September 30, 2020

5.2 Business Outreach Advisory Committee – Chair Jim Johnson

Jim Johnson recommended moving into phase 2 of the student internship with industries program proposal, which would consist of adding partner industries and placing 8 students per term. The Development Committee discussed the timeline and process to be followed for this goal to be achieved.

Bill Chunowitz indicated that the process would be that the Development Committee Chair would make a recommendation for the different programs proposed, for discussion at the Executive Committee. The Executive Committee would then identify the timeline given the current restrictions and verify if there was an available budget for the next fiscal year. The Committee agreed to wait until December 2020 until such a proposal is made for consideration. Then if the project goes through and a budget is available, approvals will be made in April 2021 at the Annual Meeting.

5.2 Conclusion

Jim Johnson will meet with Cathy Abbott to discuss the project and its proposed timeline and budget for 21/22.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Jim Johnson will meet with Cathy Abbott to discuss the proposed internship model for 21-22.	Cathy Abbott	September 30, 2020

5.3 President's Circle Advisory Committee – Chair Carol Bell Dean

Carol Bell Dean informed the Committee that several types of letters have been drafted as below:

- One letter will be addressed to prospective donors who donated small amounts of money, but never joined President's Circle
- One letter will be addressed to any other prospect member that the Committee has in mind.
- One letter will be addressed to the lapsed Board members, lapsed President's Circle Members and the current PC Members to renew their membership.

Around 400 letters and emails will be sent out in the upcoming weeks. As well, the Committee worked on the different President's Circle level benefits, which will be going for approval at the September 30th Board meeting, after consultation with Dr. Joel Kinnamon.

Marlene O'Sullivan shared that the President's Circle Committee is working on organizing a Martini Party around December, which will feature Dr. Joel Kinnamon as the guest of honor. President's Circle members will be invited. The Committee plans to mail out a box of Martini tools, napkins, and a recipe from Dr. Kinnamon's favorite Martini cocktail to participants. The Committee will check the Community Calendar to avoid conflicts with other events prior to setting up the date.

The Committee also plans to organize its first COD Culinary Adventures event around Valentine's day and maybe two or three additional events.

The Cabrillo College Foundation Executive Director met with the Committee via Zoom and shared their best practices to organize President's Circle virtual events. The President's Circle Committee will use their experience as a model for their events to make the President's Circle a successful fundraiser.

5.3 Conclusion

5.3 Follow-up Items	5.3 Task of	5.3 Due by
None	None	None

5.4 Campus Tour/Donor Outreach Advisory Committee – Chair Jim Williams

Jim Williams recommended that the video which was previously shown to donors during their Campus Tours should be updated to match the current campus' closure, and that the revision of this video should be added to the budget.

Cathy Abbott indicated that CV Strategies is currently working on adjusting some existing videos which would work well as marketing tools to potential donors to

broadcast what is happening at the College. These videos could also be used after the campus reopens and be included in the tours.

She also indicated that at this time, hiring a new Campus Tours manager was not a priority since the campus is closed until further notice, and that the organization should focus on bringing financial resources.

5.4 Conclusion

Cathy Abbott will be setting up a meeting with CV Strategies next week and will bring this topic to them. Cathy will then meet with Jim Williams to discuss further.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
Cathy Abbott will be setting up a meeting with CV Strategies to discuss the videos and will meet afterward with Jim Williams to discuss further.	Cathy Abbott	September 30, 2020

6. Ongoing Discussion with Lance O'Donnell

6.1 Update on Discussions with Lance O'Donnell (Marlene O'Sullivan)

Marlene O'Sullivan provided an update on the discussion she had with Lance O'Donnell, a fourth generation architect in Palm Springs who taught for 21 years at the College of the Desert as an adjunct professor of architecture. Mr. O'Donnell is also involved in the programming and the new architecture school in Palm Springs.

Mr. O'Donnell provided three tours of the COD Campus during Modernism week and he has very interesting stories to share, since he accompanied his father who has worked on the campus' construction starting in 1962.

Marlene O'Sullivan discussed with Mr. O'Donnell the possibility of creating a historical document for the College by videotaping his stories once the campus opens again.

Jane Saltonstall pointed out that since a full architectural degree will soon be offered for the Palm Springs Campus, it would be great promoting piece for the College.

6.1 Follow-up Items	6.1 Task of	6.1 Due by
None	None	None

7. Development Team Update

7.1 Report on Development Staff Activities – Gailya Brown

Gailya Brown reported to the Committee that the Foundation development team recently met with the President's Circle Advisory Committee members to work on the letters and donor levels and benefits. They also met to discuss the Virtual Scholarship Day event, and they all decided to organize a coffee break about the Scholarship. Donors will be invited by groups of similar scholarships and participants will be sent a branded coffee mug. CV Strategies will work on creating videos to be included with the invitations. The team is planning approximately 5 coffee breaks of 30 minutes each to take place in November.

As well, the Development team has been working on letters to be sent to new Legacy Leaders and provided an update on the recent Legacy Leaders that were received.

Finally, the Planned Giving software is currently being updated and will be launched in November 2020.

7.1 Follow-up Items	7.1 Task of	7.1 Due by
None	None	None

8. Stepping Up for COD Committee

8. 1 Stepping Up for COD Committee Update – Christine Anderson

Christine Anderson indicated that the Stepping Up for COD Committee met in August 2020 and discussed the Stepping Out Campaign. The Committee approved the new Committee name as "Stepping Up for COD 2021". The next meeting is scheduled on September 29th and the Committee is hoping to show an outline of the Campaign, as well as a draft budget.

8.1 Conclusion

Christine Anderson recommended placing the review of the Stepping Up for COD Campaign and Budget at the top of the next Development Committee meeting agenda.

8.1 Follow-up Items	8.1 Task of	8.1 Due by
The Stepping Up for COD Campaign and Budget will be placed on top of the next Development Committee meeting	Joanne Mintz	October 15, 2020

9. Adjournment

The Chair adjourned the meeting at 3:37 PM.

Next Meeting:

Tuesday, October 15, 2PM - Zoom



Foundation Executive Committee Meeting
Minutes for Thursday, September 24, 2020
9:00AM

Zoom Video: <https://cccconfer.zoom.us/j/98790925979>

Meeting Participants

Committee Members Present

Christine Anderson, Bill Chunowitz (Chair), Marge Dodge, Barbara Fromm, Tom Minder, Joanne Mintz and Diane Rubin

Non-Voting Committee Members Present

Catherine Abbott, Joel Kinnamon, John Ramont and Jane Saltonstall

Non-Voting Committee Members Not Present

Ruben Perez

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 9:04 AM.

Joel Kinnamon joined the meeting at 9:10 AM.

Christine Anderson joined the meeting at 10:06 AM.

Barbara Fromm left the meeting at 10:36 AM.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting of September 24, 2020 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of

the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the Regular Executive Committee Meeting of September 24, 2020 with any addition, correction or deletions.

2.1 Conclusion

Barbara Fromm moved to approve the agenda as updated, Diane Rubin seconded. Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of regular Foundation Special Executive Committee Meeting Minutes – September 2, 2020.

The minutes were approved as presented.

4. Comments from the Public

4. 1 Comments From The Public: Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until September 23, 2020 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion Items

5.1 Jeff Bagel Report and PPT

Catherine Abbott provided background information on the Jeff Bagel Report and presented how the Foundation is working on implementing the suggestions recommended in the report, with the goal to implement as many of the recommendations as possible by the end of the fiscal year.

5.1 Conclusion

Diane Rubin asked to be resent a copy of the full Jeff Bagel Report.

Tom Minder commented on the time allocated for the College's President to meet with donors might need to be reevaluated as it represents 20% of their time.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Diane Rubin asked to be resent the Jeff Bagel Report.	Catherine Abbott	September 30, 2020

5.2 College of the Desert Foundation Staffing Update

Cathy Abbott provided an update on Foundation Staffing and informed the Committee that Dorothy Stuebner recently resigned. Cathy Abbott will work on retooling Dorothy's position as an admin/scholarship role and is currently updating the job description. The recruitment of the Director of Development is in process and more information will be given when a final candidate has been hired.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
None	None	None

5.3 Foundation Scholarship Platform

A working Committee composed of both College constituents, including Fiscal and Financial Aid departments, and the Foundation have been formed. They worked on identifying and selecting a Software Scholarship Platform which will improve the overall efficiency of handling scholarships funds and help follow the donors' directives easily.

The chosen platform will be going for approval at the next Board of Trustees meeting.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
None	None	None

5.4 Foundation Scholarship Funds

Cathy Abbott recommended the creation of a general Foundation Scholarship Fund which would have many segments underneath, and which would allow smaller donations to be made towards specific types of programs (i.e.: Nursing, Public Safety, etc.) without having to open a named fund or an endowment. The Foundation Scholarship Funds will be proposed at the September 30th Board meeting.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
None	None	None

5.5 Staff Planning Session Update

The Foundation staff met in early September 2020 to develop a solid strategic plan, and to work on prioritizing the processes that needed to be redone.

5.5 Follow-up Items	5.5 Task of	5.5 Due by
None	None	None

5.6 Strategic Plan Review Update

Cathy Abbott presented the 4 goals of the Strategic Plan to the Committee in details.

The Committee was pleased to see how this comprehensive report would help prepare for when everything will reopen. The Strategic Plan will be presented to the Full Board at the October Board Retreat.

5.6 Follow-up Items	5.6 Task of	5.6 Due by
Non	None	None

5.7 Student Emergency Fund Update

Cathy Abbott indicated that the Student Emergency Funds paid \$98,250.21 since inception and has benefited at least 175 students. Requests continue to be received weekly and approximately \$40K are remaining in the funds. Cathy Abbott noted that the first pillar of the Strategic Plan was to raise \$100K for the Student Emergency Funds.

5.7 Conclusion

The Committee recommended hosting an emergency Executive Committee meeting to authorize additional money to be moved to the Fund, if necessary before the next Board Meeting.

5.7 Follow-up Items	5.7 Task of	5.7 Due by
The Committee recommended hosting an emergency Executive Committee meeting to	Cathy Abbott	October 28, 2020

authorize additional money to be moved to the Fund, if necessary before the next Board Meeting.		
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5.8 2020-2021 Events Update

5.8.1 Academic Angels

Marge Doge indicated that the first Academic Angels Committee meeting took place on September 8. The Committee discussed adding additional Committee members. Barbara Duke-Jennings and Cynthia Cottrell both agreed to join. However, Marlene O'Sullivan has resigned from the Academic Angels due to other commitments. The Youth Leadership Program was presented to the Committee and members were thrilled with this program. The next Academic Angels Committee is on Tuesday, October 6.

5.8.2 President's Circle

Joanne Mintz reported that a President's Circle subcommittee has been formed to achieve the goals set by the Development Committee meeting. The subcommittee has worked on creating different President's Circle levels and benefits to be attached to these levels. These levels and benefits will be going for Board approval at the September 30th meeting, and sent ahead of the meeting for the Board's review. Once the new levels are approved, letters which will include an introduction video of Cathy Abbott, and an invitation to renew their membership, will be sent out to the lapsed and current President's Circle members.

The Committee is also planning three culinary virtual events. The first of these events will be scheduled in February around Valentine's day. Another event being organized in December is a Martini Party Event featuring Joel Kinnamon, where the recipe of his favorite Martini Cocktail and other goodies will be mailed out to participants.

5.8.3 Stepping Up for College of the Desert

Jane Saltonstall provided a report on the Stepping Up for College of the Desert campaign. The budget and campaign timeline will be presented at the next Committee meeting on September 29 and will be discussed then.

5.8 Follow-up Items	5.8 Task of	5.8 Due by
None	None	None

5.9 Preview September 30, 2020 Board meeting & October 28, 2020 Board Retreat

Bill Chunowitz asked the Committee to provide any agenda items they would like to add to the September 30th Board meeting and the October 28th Board retreat.

Bill Chunowitz polled the Committee members on the possibility of hosting the October Board retreat in person, ensuring that health and safety guidelines for COVID-19 would be met. He has reached out to the Desert Willow Golf Resort and placed a soft hold. The Committee recommended that if the meeting was to be held in person, the option to attend remotely should also be available. Cathy Abbott will contact Desert Willow and review their health and safety policies to ensure they are compliant with the County's restrictions, and investigate whether the meeting could be done successfully both remotely and in person.

5.9 Conclusion

Cathy Abbott will report on whether the October Retreat can be held in person, at the upcoming Board meeting on September 30.

The Committee recommended adding a training session on Board Governance focused on the Board Members' role at the October Board Retreat.

5.9 Follow-up Items	5.9 Task of	5.9 Due by
Cathy Abbott will report on whether the October Retreat can be held in person, at the upcoming Board meeting on September 30.	Cathy Abbott	September 30, 2020
A training session on Governance and Board Members roles should be offered at an upcoming Board meeting or at the October retreat.	Cathy Abbott	October 2020

6. Other Items

Over the past year, the Foundation sponsored College of the Desert students who were placed as interns in journalism at the Desert Sun. Bill Chunowitz informed the Committee that the Desert Sun is interested in hiring other part-time students from the College, as the past interns were very successful and benefited from the experience.

Sponsoring other internships programs in different areas is part of the Foundation's Strategic Plan and a Business Outreach Advisory committee, chaired by Jim Johnson, has been formed by the Development Committee to work on this matter. Barbara Fromm volunteered to join this Subcommittee.

6.1 Conclusion

Cathy Abbott will work with the College's Faculty members to find out if any students are available and interested for the Fall semester for the Desert Sun's opportunity.

7. Adjournment

The Foundation President adjourned the meeting at 10:37 AM.

Next Meeting:

Wednesday, November 12, 1PM - Zoom



Foundation Stepping Up for COD Committee Meeting

Minutes for Tuesday, September 29, 2020

2:00PM

Zoom Video:

<https://cccconfer.zoom.us/j/98076026798>

Meeting Participants

Voting Committee Members Present:

Christine Anderson (Co-Chair), Barbara Foster Monachino, Joanne Mintz, Marlene O'Sullivan, Marge Dodge and Rob Kincaid

Non-Voting Committee Members Present:

Jane Saltonstall (Co-Chair)

Guests:

Catherine Abbott, Gailya Brown and Pam Hunter

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:02PM.

Rob Kincaid joined the meeting at 2:07PM.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of September 29, 2020 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to

the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the Regular Stepping Up for COD Committee Meeting of September 29, 2020 with any addition, correction or deletions.

Christine Anderson moved to approve the agenda, Barbara Foster Monachino seconded.

Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – August 21, 2020.

The minutes were approved as presented.

4. Comments from the Public

4. 1 Comments From The Public: Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until September 28, 2020 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Action Items

5.1 Approval of Campaign Plan – Cathy Abbott

Catherine Abbott presented the Campaign Plan to the Committee. She will resend a copy of the revised Campaign Plan to the Committee members, as soon as it is appropriately updated to match the College's branding.

5.1 Conclusion

Christine Anderson moved to approve the Campaign Plan, Rob Kincaid seconded.

Motion carried.

5.1 Follow-up Items**5.1 Task of****5.1 Due by**

Cathy Abbott will resend a copy of the revised Campaign Plan to the Committee members, as soon as it is appropriately updated to match the College's branding.	None	None
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5.2 Approval of Stepping Up for COD Budget – Cathy Abbott/Kirstien Renna

Catherine Abbott presented the draft Stepping Up for COD Budget. The Committee discussed the various expenses and Cathy Abbott indicated that some of them are not yet included in the budget, such as expenses for a potential culminating event. The Committee asked questions regarding the President's Circle event budget and Kirstien Renna confirmed that the Leadership Giving budget line item is dedicated to these events.

5.2 Conclusion

Christine Anderson moved to approve the Stepping Up for College of the Desert Budget with potential future refinements from Cathy Abbott. Marlene O'Sullivan seconded.

Motion carried.

Cathy Abbott will resend the budget to the Committee members as soon as it is updated, in an Excel format which can easily be printed.

5.2 Follow-up Items**5.2 Task of****5.2 Due by**

None	None	None
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6. Discussion Items**6.1 Marketing Display Update – Cathy Abbott**

One of the marketing tools used for the campaign will be to recreate real pillars/steps of the campaign. The structure will be a piece of art of around 3 to 7 feet tall (possibly a welded frame with frosted plexiglass coverings that could have lights inside that indicate the level of the goal attained), and will be displayed around the Coachella Valley.

These displays could become an attraction that people would take selfies with and make a game or competition of getting pictures at all of the displays. This could also encourage people to come visit the valley.

The first one of these pillars is currently being constructed and is expected to be completed within 3 weeks. Cathy Abbott and Kirstien Renna are scheduled to meet with John Ramont this week to discuss where the structure could be displayed on the Palm Desert campus. They are hopeful that it can be placed at the Monterey entrance of the Campus.

Marlene O'Sullivan mentioned the fourth pillar's name should be corrected renamed as "EDGE-PIEDGE."

6.1 Follow-up Items	6.1 Task of	6.1 Due by
The fourth pillar's name should be corrected renamed as "EDGE-PIEDGE"	Cathy Abbott	October 2020

6.2 Potential Honorees

The Committee considered Lance O'Donnell a fourth generation architect in Palm Springs who taught for 21 years at the College of the Desert as an adjunct professor of architecture, as a potential honoree. Mr. O'Donnell is involved in the programming and the new architecture school in Palm Springs.

Marlene O'Sullivan provided an update on the discussion she had with him. Mr. O'Donnell provided three tours of the College of the Desert Campus during Modernism week and he has very interesting stories to share, since he accompanied his father who has worked on the campus' construction starting in 1962.

Marlene O'Sullivan discussed with Mr. O'Donnell about the possibility of creating a historical document for the College by videotaping his stories once the campus opens again. When the taping happens, some President's Circle members could be invited to attend. The Committee suggested that Mr. O'Donnell could do a lecture and a PPT with pictures on Zoom about the history of the campus. CV Strategies could help him put together such a presentation.

Marlene O'Sullivan will contact him and find out what the limitations are and what he would like to do and come back to the Committee at their next meeting. She will also inform him that the College is in discussion with the Palm Springs Architectural Alliance.

The committee discussed scheduling the unveiling of the video during the potential culminating event in March or April, which would be great promoting piece for the

College since a full architectural degree will soon be offered for the Palm Springs Campus.

Another potential honoree recommended was Sydney Williams who has been very well known in the architectural field for many years, and her father has been in charge of the construction of many buildings on College of the Desert's campus. The Committee agreed that the Architecture area was an effective way to fundraise and attract a lot of people.

The Committee also proposed Greg Hough as a potential honoree. He has been very involved during the modernism week for the past three years and would be interested in putting together videos of him and his friends on their memories growing up in the desert and attending College of the Desert.

6.2 Conclusion

6.2 Follow-up Items	6.2 Task of	6.2 Due by
Marlene O'Sullivan will contact Lance O'Donnell and find out what the limitations are and what he would like to do and come back to the Committee at their next meeting	Marlene O'Sullivan	October 2020

6.3 Campus Tour Virtual Videos

Cathy Abbott met with Jim Williams who chairs the Campus Tour Advisor Committee, to discuss the virtual videos which would replace the in-person campus tour videos that cannot be used at this time due to the Campus Closure. This project will be tentatively completed by the beginning of the year.

Cathy shared the timeline of the campaign to show the Committee how the video could be used at the beginning of the year forward.

6.3 Conclusion

The Committee recommended that the Campaign should end in May instead of June.

6.3 Follow-up Items	6.3 Task of	6.3 Due by
None	None	None

6.4 Celebration Concepts

The Committee discussed the Celebration Concepts and will need to look into other options that could be organized outside of the campus, which will not be accessible in March or April.

6.5 Conclusion

The Committee asked to put back this item at the top of the agenda for the next meeting.

6.4 Follow-up Items	6.4 Task of	6.4 Due by
None	None	None

7. Adjournment

The Committee Chair adjourned the meeting at 3:25 PM.

Next Meeting:

Tuesday, November 3, 2020, at 2:00 pm



Foundation Academic Angels Committee Meeting

Minutes for Tuesday, October 6, 2020

2:00PM

Meeting Participants

Committee Members Present

Christine Anderson, Marge Dodge (Chair), Norma Castaneda and

Non-Voting Committee Members Present

Cynthia Cottrell and Linda Weakley

Committee Members Not Present

Nancy Harris and Roberta Duke-Jennings and Jane Saltonstall

Guest(s)

Catherine Abbott, Gailya Brown and Bill Chunowitz

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:03PM. Marge Dodge introduced Cynthia Cottrell who just joined the Committee to the Committee members.

2. Action Items

2.1 Approval of Agenda: Foundation Academic Angels Committee Meeting of October 6, 2020 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a

need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the Academic Angels Committee Meeting of October 6, 2020 with any addition, correction or deletions.

2.1 Conclusion

Christine Anderson moved to approve the agenda as presented, Norma Castaneda seconded.

Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of the Academic Angels Committee Meeting Minutes of September 8, 2020

The minutes were approved as presented.

4. Comments from the Public

3. 1 Comments From The Public: Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until October 5, 2020 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion Items

5.1 Youth Leadership Program

Cathy Abbott provided an update on the Youth Leadership Program. She met with the Leadership Coachella Valley on October 5 and had the opportunity to bring the proposal to their board to collaborate with COD Foundation and allow a cohort of students to participate in the Leadership Coachella Valley's program, which is a 10-session program.

Leadership Coachella Valley responded very positively to the offer to work with the Foundation and would like to move forward selecting 3 to 6 students in the Fall of 2021 to participate in the program. Cathy Abbott suggested that the fundraising

for this program could be done during the Stepping Up for COD campaign. The LCV Board would like to draft an MOU to ensure longevity and commitment towards this program. As their program is currently on hold due to COVID-19, they have four more sessions that they need to finish in January 2021. Leadership Coachella Valley has invited both Cathy Abbott and Gailya Brown to participate in the next 4 classes to observe and report on any suggestions for improvement they have on the current curriculum.

Leadership Coachella Valley suggested that the students could fill out an application including a 100-word essay, to make the application a set process that would bring buy in from the students to participate in the program. Finally, successful students who completed the program would be offered a scholarship to continue their studies at the College.

One of the pillar of the Stepping Up for COD Campaign is dedicated to this program through the Fund for Student Success; however, Marge Dodge encouraged the Academic Angels to contribute by raising additional funding for this program.

The Committee positively received the initiative that they consider would be a great way for the Foundation to connect with local businesses and to relaunch the President's Business Circle.

5.1 Conclusion

Linda Weakley will gather some information and techniques she developed over the years, particularly on leadership, and motivational skills training, which could be useful to the program.

Cathy Abbott recommended that '**Motivation**' and '**Team Building**' could be two training topics that would worth infusing into the Chambers' existing program. Cathy Abbott will provide Linda Weakley with the LCV current curriculum for her input.

Norma Castaneda also offered to help work together with Cathy Abbott and Linda Weakley, as she may have webinars that could be used, particularly on job interviewing skills.

Cathy Abbott will work with Marge Dodge to draft a sponsorship package for the program, which they will bring to the Committee at the next meeting.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Cathy Abbott will share the Chambers' current curriculum with Linda Weakley for her input.	Cathy Abbott	November 10, 2020

Linda Weakley will gather some useful information on training techniques she developed over the years.	Linda Weakley	November 10, 2020
Cathy Abbott will work with Marge Dodge to draft a sponsorship package for the program.	Cathy Abbott	November 10, 2020

5.2 Academic Angels Supporting the President's Circle Committee

Marge Dodge and Cathy Abbott provided background on the President's Circle and explained that they are currently organizing culinary virtual events including COD Students, as well as a Martini Cocktail Party featuring the President of the College. Marge Dodge suggested that that Academic Angels should work in conjunction with the President's Circle Committee on these events.

5.2 Conclusion

The Committee unanimously agreed to work with the President's Circle Committee. Cathy Abbott will connect with the President's Circle members in that regards.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Cathy Abbott will connect with the President's Circle members to discuss how the Academic Angels Committee can help.	Cathy Abbott	November 2020

5.3 Holiday Event in December

Historically, the Academic Angels organized a holiday luncheon. Marge Dodge proposed that members who will have renewed their membership after receiving the mailing inviting them to do so, should be invited to a cocktail event at Cuistot, where Cathy Abbott will be introduced and present the Stepping Up for COD campaign.

5.3 Conclusion

The Committee discussed the ideal timing for this event and recommended to set it up around January to coincide with the Campaign's launch. The renewals letters should then invite recipients to renew their memberships by the end of the fiscal year to benefit from their tax deductions, and should include a note that renewed members would be invited the cocktail party. The Committee will continue to discuss these letters at their next meeting to find when they should be sent.

Marge Dodge will contact Cuistot for information on how we could organize this and cancellation options.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
Marge Dodge will contact Cuistot for information on how we could organize this and cancellation options.	Marge Dodge	November 2020

6. Adjournment

The Committee Chair adjourned the meeting at 2:46 PM.

Next Meeting:

Tuesday, November 10, 2PM - Zoom



Foundation Executive Committee Meeting Minutes for Thursday, November 12, 2020

1:00PM

Zoom Video:

<https://cccconfer.zoom.us/j/92041550337?pwd=dEpWajdvVTFaUmd3UkIrK1h5TGZBQT09>

Meeting Participants

Committee Members Present

Bill Chunowitz (Chair), Marge Dodge, Barbara Fromm, Tom Minder, Joanne Mintz, Diane Rubin and Jane Saltonstall

Non-Voting Committee Members Present

Joel Kinnamon and John Ramont

Committee Members Not Present

Christine Anderson, Ruben Perez and Catherine Abbott

Recorder

Eve-Marie Dehondt

Guests:

Matthew Durkan

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 1:03PM.

Catherine Abbott left the meeting at 1:04PM and joined back at 2:00PM.

Jane Saltonstall joined the meeting at 1:06PM.

John Ramont joined the meeting at 1:20PM.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting of November 12, 2020 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the Regular Executive Committee Meeting of November 12, 2020 with any addition, correction or deletions.

Bill Chunowitz required adding item 5.4 to discuss an additional Foundation Board meeting and an Executive Committee meeting in February 2021.

2.1 Conclusion

Barbara Fromm moved to approve the agenda as updated, Joanne Mintz seconded.

Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of regular Foundation Executive Committee Meeting Minutes – September 24, 2020.

The minutes were approved as presented.

4. Comments from the Public

4. 1 Comments From The Public: Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until November 11, 2020 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion Items

5.1 Follow-Ups Items from Finance & Investment Committee Meeting:

5.1.1 Creation of a Debt Policy

The Executive Committee discussed the draft Debt Policy that was distributed in the material packet.

In the memo, there was a note that this should be either a By-Laws provision or a policy requirement. The Committee recommended keeping this as a policy requirement, for management purposes.

The Executive Committee approved the Finance & Committee Ad-Hoc Committee's recommendation that board approval should be required for the issuance of any debts instruments with a principal amount in excess of \$ 25,000.

5.1.1 Conclusion

Tom Minder moved the approval of the proposed Debt Policy, as a policy requirement, recommending that board approval should be required for the issuance of any debts instruments with a principal amount in excess of \$ 25,000. Diane Rubin seconded. Motion carried.

5.1.1 Follow-up Items	5.1.1 Task of	5.1.1 Due by
None	None	None

5.1.2 Minimum amount of a contract which requires Board approval that binds the Foundation.

Tom Minder indicated that the Finance & Investment Ad-Hoc Committee met and discussed the minimum amount of a contract which requires Board approval that binds the foundation. They were reminded that an existing policy was already in place and previously approved by the Board.

5.1.2 Conclusion

The Ad-Hoc Committee recommended continuing to follow that policy.

5.1.2 Follow-up Items	5.1.2 Task of	5.1.2 Due by
None	None	None

5.1.3 Discuss the 23% represented by Fundraising Expenses and Management & General Expenses

Tom Minder indicated that the Finance & Investment Ad-Hoc Committee discussed the 23% represented by Fundraising Expenses and Management & General Expenses and provided information on what was discussed. Bill Chunowitz stated that Catherine Abbott was planning on providing a five-year report showing fundraising expenses, and management and general expenses percentages to the Executive Committee today, however, due to unforeseen circumstances; she was not able to attend the meeting.

5.1.3 Conclusion

The Committee asked to table this item for further discussion and recommended scheduling a Special Committee meeting before the next Board meeting to discuss this topic.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
The Committee asked to schedule a Special Committee meeting to discuss this item.	Catherine Abbott	December 2, 2020

5.2 Status of the College of the Desert Foundation By-Laws and Master Agreement By and Between College of the Desert Foundation and Desert Community College District

Tom Minder informed the Committee that there were no report available at this time as he is currently working on this with Catherine Abbott.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
None	None	None

5.3 Long term strategy by the College as it relates to international aspects and future technology

Dr. Kinnamon reported that College of the Desert is currently working on how to obtain CENIC 100GB per second broadband access throughout Coachella Valley. The College has worked with Coachella Valley economic partnership on the Palm Springs Campus, trying to get business partners and to attract more high tech

businesses in the hope of providing some high technology training, comparable to what is provided within the Silicon Valley. The pandemic put a light on access issues of a large portion of the population of the Coachella Valley, and some of the cities and other groups were looking into obtaining the broadband independently. The College has worked on avoiding duplication of efforts by investing on this project. The 100GB broadband would help the College design different type of programs in new technology and emerging fields such as artificial intelligence and cyber security, which would be attractive to students, including international students. Given the pandemic, having a permanent online program would allow international students who are not able to access the territory physically to still attend COD. The Foundation could also work on obtaining some extra funding for this project.

The Committee agreed to move this item to the Full Board Meeting of December 2, 2020 for further discussion.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
The Committee asked to add this discussion on the Board meeting on December 2, 2020 agenda.	Catherine Abbott	December 2, 2020

5.4 Foundation Board of Directors Meeting and Executive Committee meeting additional meeting in February 2021

Bill Chunowitz proposed adding a Board of Directors Meeting on February 24, 2021 and an Executive committee meeting on February 10, 2021.

5.4 Conclusion

Diane Rubin made the motion to add an Executive Committee Meeting on February 10, and a Board Meeting on February 24, 2021, Jane Saltonstall seconded. Motion carried. The Committee will bring the additional February Board meeting date for approval at the December 2, 2021 Board meeting.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
The Committee asked to add this item for Board approval at the December 2, 2020 the Board meeting.	Catherine Abbott	December 2, 2020

6. Adjournment

The Chair adjourned the meeting at 1:51PM.

Next Meeting: Wednesday, January 13, 1PM - Zoom